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# Monmouth Beach - Uniform Construction Code Permit Help Guide

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Use of this Guide will help expedite the approval and issuance of a Construction Permit

**ACCEPTANCE OF A PERMIT APPLICATION DOES NOT DEEM AN APPLICATION COMPLETE AND IT MAY STILL BE DENIED**  
For a Construction Permit Application to be accepted, it must be deemed **complete** pursuant to N.J.A.C. 5:23-2.15. This Guide is written to help an applicant properly complete an Application and to provide the necessary documents to gain approval for a permit. Incomplete Applications will only delay the approval of a permit. Required items are dependent on the specific scope of work.

**Below is a quick checklist of common items that lead to delays in issuance of a Construction Permit:**

- |  |                                       |                               |
|--|---------------------------------------|-------------------------------|
| ✓ Missing contractor information         | ✓ Incomplete construction information | ✓ Improper/missing signatures |
| ✓ Incorrect/missing cost of construction | ✓ Incomplete construction plans       | ✓ Mail-in applications        |
| ✓ Missing <b>Technical Forms</b>         | ✓ Missing construction documents      | ✓ Missing emails              |

**Work shall NOT proceed until a Construction Permit has been issued, except in the case of [Minor Work](#)**

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**Mandatory Prior approvals required PRIOR to the submission of an application, if they are applicable**

- Zoning/Planning Board Approval
- Zoning Officer Approval
- Bayshore Sewer Authority Approval
- Freehold Soil Conservation COMPLIANCE or EXEMPTION Certification
- NJ DEP, Wetlands, other Prior Approval \_\_\_\_\_
- Floodplain Development Permit (Flood Hazard Areas)
- Approved Flood Elevation Certificate (not required for new homes)
- COAH (Council on Affordable Housing) Signed Letter

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**Construction Permit Application & Subcode Technical Sections** The Applicant must complete the F-100 Folder and all the relevant **Technical Forms** listed below. Forms must be signed by the person performing the work and must include the license, registration, or certification number. Electrical, Mechanical, and Plumbing Forms require a contractor's raised seal, unless work is by the homeowner.

- Construction Permit Application Folder ([F-100](#)) [See our Application Folder Handout on how to properly complete Folder](#)
- Building Subcode Technical [Form \(F-110\)](#)
- Electrical Subcode Technical [Form \(F-120\)](#)
- Plumbing Subcode Technical [Form \(F-130\)](#)
- Mechanical Subcode Technical [Form \(F-135\)](#) (**Use Group R3 & R5 ONLY**)
- Fire Subcode Technical [Form \(F-140\)](#)
- Elevator Subcode Technical [Form \(F-150\)](#) (NJ DCA approval for elevator)

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**Plans, Specifications and Additional Documents\*** *Note that the requirement for plans may be waived by the appropriate Official.*

**\*SEE THE REVERSE SIDE FOR MORE DETAILS ON WHAT IS REQUIRED ON PLANS FOR A SINGLE-FAMILY HOME**

- Plans & Specifications: All Plans (excluding shop drawings) drafted by other than the Architect of Record must be accompanied by a letter from the Architect of Record pursuant to N.J.A.C. 5:23-2.15(f)1xi(1)
- 2 **bound** sets of plans (each architectural drawing must be signed & have a raised sealed)
- 2 sets of truss drawings, if applicable
- 2 copies of site diagram (could be on architectural drawings)
- Mechanical Drawings (could be on architectural drawings)
- IECC Energy calculations (REScheck/COMMcheck)
- HVACR Load Calculations (Manual D, S, J)
- Equipment Specifications (Fireplace, Boiler, Furnace, A/C, etc.)
- Design review letter for documents not prepared by Architect of Record (N.J.A.C. 5:23-2.15(f)1xi(1))

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**Licenses/Certifications/Seals** *Must be noted/applied on all required documents*

- New Home Builders Registration (New Homes only)
- Validated Homeowners Warranty CERTIFICATION or EXCLUSIONS Letter
- Home Improvement Contractor **Registration AND Registration number on permit**
- Electrical/Plumbing/Mechanical **License** verification **AND License number on permit**
- Fire Protection System Contractor **Certification** *Division of Fire Safety* (N.J.A.C. 5:74)
- Fire Alarm System Contractor **License** *Division of Consumer Affairs* (N.J.S.A. 45:5A-25)
- Telecommunications Contractor **Exemption** *Board of Electrical Contractors*  
(Limited Telecommunications Wiring Exemption N.J.A.C. 13:31-4.1a)
- Unregulated Underground Tank **Certification** *Dept. of Environmental Protection* (N.J.A.C.7:14B-16)
- Home Elevation Contractor (N.J.S.A. 56:8-136 et seq.) Certified pursuant to N.J.S.A. 52:27D-123.16

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**Note to Homeowners hiring a contractor:** Homeowners hiring a contractor should require that the contractor obtain all necessary construction permits prior to the start of work. The Homeowner should **NOT** represent that they are doing the work when it is the contractor actually performing the construction. See [IMPORTANT NOTICE ON HOMEOWNERS COMPLETING THEIR OWN PERMITS](#).

## **N.J.A.C. 5:23-2.15A Construction permit for a single-family residence**

- (a) Any application for a construction permit for a single-family residence shall be accompanied by at least two copies of plans drawn to scale, with sufficient clarity and detailed dimensions to show the nature and character of the work to be performed. Plans submitted shall not be required to show more detail or include more information than is reasonably necessary to assure compliance with the requirements of the Uniform Construction Code and rules in this chapter.
- (b) Plans containing the following information shall be considered to meet the requirements of (a) above:
1. Site diagram consisting of a site plan showing size and location of all new and existing construction on the site with distances from lot lines and indicating new building services, location and size.
  2. Construction plans consisting of a scale drawing showing foundation, floor plans, and elevations, including structural framing notes for all floors, ceilings and roofs. Only girders and columns need be identified and located on the plan. Included on the drawings shall be a loading schedule indicating the live loads for which the structure is designed.
  3. The following details and submissions shall be required:
    - i. A cross section through one typical wall showing construction details from footing to and including roof framing. This section shall indicate all construction materials used including roofing, vapor barriers, sheathing type and thickness, insulation type and thickness, windows, glazing type if other than standard window glazing is used, interior finish material, floor type and thickness, structure, foundation and footings. Decorative material shall not be required to be shown unless it contributes to the structural integrity of the section.
    - ii. When roof or other truss systems are used, the details required by N.J.A.C. 5:23-2.15(f)1ii(1)(A) shall be shown.
    - iii. Electrical details indicating lighting; receptacles; motors and equipment; smoke detectors; service entrance locations; size and type (overhead or underground); panel size, location; number of proposed circuits. A symbol legend shall be included.
    - iv. Plumbing details indicating the locations of fixtures and a notice or table listing water and drainage pipe sizes. A note stating if sewage disposal is to public sewer or individual septic system shall be included.
    - v. Mechanical details indicating the type of heating system; location, size and type of heating unit, noting the distribution method and indicating design rates, location of fire dampers and safeguards; and location, type and size of flue.
    - vi. Energy subcode compliance, applicable to new residences and additions to existing residences, shall be demonstrated with either detailed calculations, the submission of NJ Clean Energy Program for Residential New Construction compliance documentation or other "above code" program documentation, the submission of printouts from software recognized by the Department, such as REScheck, or conforming with the prescriptive packages described in the current energy subcode compliance bulletin. REScheck software is available from the U.S. Department of Energy at [www.energycodes.gov](http://www.energycodes.gov).
      - (1) To document compliance using REScheck, users shall meet or exceed the applicable requirements of the energy subcode. Please see the current energy subcode compliance bulletin for further guidance.
  4. The drawings shall bear the seal and signature of the registered architect or licensed engineer who prepared the plans affixed to each sheet of each copy of the plans submitted and on the first or title sheet of the specifications and any additional supportive information submitted.
    - i. Exception: The construction official shall waive the requirement for sealed plans in the case of a single family home owner who had prepared his or her own plans for the construction, addition, reconstruction, alteration, renovation or repair of a detached structure used or intended to be used exclusively as his or her private residence providing that the owner shall submit an affidavit attesting to the fact that he or she has personally prepared the plans and provided further that said plans are in the opinion of the construction official, and appropriate subcode official, legible and complete for the purposes of ensuring compliance with the regulations. This exception shall not apply to the structural design, specifications, and plans for new construction or substantial improvement of a home in a V Zone in a flood hazard area, which must be developed or reviewed by a registered architect or licensed engineer pursuant to the National Flood Insurance Program rules, 44 CFR 60.3.
    - ii. Plans may be prepared by licensed or certified contractors in accordance with their laws and rules, respectively.
      - (1) Energy subcode compliance documentation from (b)3vi above may be submitted by the licensed heating, ventilating, air conditioning, and refrigeration contractor.