

BOROUGH OF POINT PLEASANT

Phone: 732-892-7129 Email: Construction@ptboro.com

NEW CONSTRUCTION/ADDITION CHECKLIST

IF YOU WANT EMAIL NOTIFICATIONS, PLEASE INCLUDE IT CLEARLY ON PERMIT APPLICATION

- ___ Grading & Drainage Application, upfront fee (\$550) & Plan for all new construction, in-ground pools, detached accessory structures & 1st floor additions. Include (1) extra set of construction plans (elevations and floor plan; sealed copy not required) with grading plan. Ask for application or find on our website: www.ptboro.com
- ___ Zoning Application & upfront fee (new home/\$150 & addition/\$75) with two (2) copies of a **true sized, accurate survey, "to scale"** showing dimensions & setbacks of all existing & proposed structures & other coverages. (ex: walkways, driveways, sheds, etc.) Ask for application or find on our website: www.ptboro.com
- ___ Soil Conservation District Approval for new homes & new commercial (609-971-7002 for application)
- ___ Copy of DEP, CAFRA or Permit by Rule, *if applicable*. (See DEP Flood Hazard Control Act) 609-777-0454
- ___ Copy of Resolution of Approval from Planning Board or Zoning Board of Adjustment, *if applicable*
- ___ Letter stating that adjoining properties will be protected from debris for all new construction
- ___ Copy of New Builders Registration Card for new construction
- ___ Copy of NJ Home Improvement Contractor Card
- ___ Construction Jacket completed with all appropriate sections filled out including signature & date
- ___ Building, Electric, Plumbing & Fire Subcode forms with all appropriate sections filled out including signatures
- ___ Two (2) sets of plans – Architectural; signed/sealed or Homeowner signed drawings (**indication block/lot number, address & homeowner signature on all pages**) Please submit existing & proposed floor plan
 - If in a Flood Zone:**
 - ON AN ELEVATION DRAWING:**
 - ELEVATION OF GRADE.
 - ELEVATION OF CRAWL SPACE FLOOR/SLAB.
 - THE BASE FLOOD ELEVATION (higher of FIRM or Preliminary FIRM).
 - **THE DESIGN FLOOD ELEVATION (POINT PLEASANT = BFE + 1'), WHICH IS RELEVANT TO ALL CODES.**
 - THE FINISHED FLOOR ELEVATION.
- ___ Two sets of Plumbing/DWV/Gas diagrams
- ___ Brochures – for all mechanical appliances; boilers, furnaces, a/c, fireplace (wood/gas), etc
- ___ If using engineered lumber, a NJ licensed engineer or architect must sign & seal drawing

_____ Energy Compliance (Res-check compliance certificate – 2 copies)

_____ Second story additions require an engineer’s certification for foundation, if plans are not done by an architect.

COMPLETING FORMS:

Construction Permit Folder/Jacket: Complete all sections of application that pertain to your project, which includes property owner’s name, address, telephone number, block/lot numbers including the contractor’s name, address and telephone number. **A signature is required on inside of Construction jacket and on each individual subcode form, by either the homeowner or contractor of record.**

Building Subcode: Complete the subcode section pertaining to your permit, including the square footage and cubic footage (new construction & additions), the estimated cost of work and description of work. Please be specific with description. (i.e., 2nd floor addition: 3 bedrooms, 2 ½ baths, etc.)

Plumbing Subcode: The permit must be signed/sealed by a licensed plumber or signed by homeowner if performing work and checked off as “exempt applicant”. Indicate the number of all fixtures to be installed with estimated cost of work and size of existing/proposed water & sewer lines. Include (2) sets of plumbing & gas riser diagrams. (with pipe material, lengths of runs, BTU’s of each appliance, etc.)

Mechanical Subcode: To be submitted for new or replacement HVAC systems, generators, fireplaces, etc. *in existing 1 & 2 family houses only*, with a chimney verification form. ***If work is in new construction, commercial or condos, it should be submitted on a separate Plumbing Subcode form, signed by the HVAC contractor or Plumber, if applicable.***

Fire Subcode: Complete the subcode section pertaining to your permit, including the # of smoke/co detectors, all heating appliances, stoves, dryers and fireplace/woodstoves along with manufacturer’s specifications. (new construction & additions) and the estimated cost of work.

Electrical Subcode: The permit must be signed/sealed by a licensed electrician or signed by homeowner if performing work and checked off as “exempt applicant”. Indicate the number of all fixtures to be installed with estimated cost of work.

***FAILURE TO SUBMIT TWO (2) SETS OF PLANS, SIGNED (& SEALED, IF APPLICABLE)
OR SIGNED APPLICATIONS, WILL RESULT IN REJECTION OF YOUR FILE.***