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 (see pricing on application) & plan, **in pdf format**, for all new construction, in-ground pools, detached accessory structures & 1st floor additions with grading plan.
Ask for application at counter or find on our website: www.ptboro.com

____ Zoning Application & upfront fee (see pricing on application) 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.) **Email us (1) copy in pdf format**.
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)

____ COAH application for New homes & Additions. Ask for application or find on our website: www.ptboro.com

____ 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 signed 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 hardcopy plans & email (1) set in **pdf format** – 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 (Preliminary FIRM).
- **THE DESIGN FLOOD ELEVATION (POINT PLEASANT = BFE + 3'), 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, along with signed license copies.**

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/Addition, Commercial or Condos, new HVAC systems should be submitted on separate Plumbing & Fire Subcode forms (along with Building for ductwork, if for new building/addition), signed by the HVAC contractor or Plumber, if applicable.*** **Make sure to include the Manual S, J & D from an approved ACCA software source.**

Fire Subcode: Complete the subcode section pertaining to your permit, including the # of smoke/co detectors, all gas/oil-fired 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.

Cost of Work pricing should always include fixtures/appliances, labor & all materials used in the project.

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