

**BOROUGH OF SEA BRIGHT
NEW CONSTRUCTION CHECKLIST/732-842-0099**

OWNER/ADDRESS _____

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PRIOR APPROVALS REQUIRED BEFORE BUILDING PERMIT APPLICATION SUBMISSION

- _____ PLANNING BOARD APPROVALS (Resolution, signed plans, performance bond & inspection fees posted)
- _____ ZONING OFFICIAL APPROVAL
- _____ APPROVED FLOOD ELEVATION CERTIFICATE (Must be approved before submission of Plot Plan. Elevation Certificate must be based on Construction Drawings - See instructions for Surveyors in Sandy Checklist handout)
- _____ PLOT PLAN APPROVAL (Application must be submitted to the Building Department for Engineering review and approval)
- _____ CAFRA/DEP PERMITS & APPROVALS OR LETTER OF NO INTEREST, SUBMIT WITH BLDG PERMIT
- _____ JCP&L CLEARANCE APPROVAL LETTER (www.firstenergycorp.com/content/fecorp/corporate/contact_us.html or 1-800-662-3115), ALSO CALLED ELEVATION LETTER, SUBMIT WITH BLDG PERMIT
- _____ FREEHOLD SOIL CONSERVATION LETTER OR LETTER OF NO INTEREST (732-683-8500), SUBMIT WITH BLDG PERMIT
- _____ DEMOLITION OF PRIOR STRUCTURE - PERMIT COMPLETED AND INSPECTED

INFORMATION REQUIRED FOR BUILDING PERMIT APPLICATION SUBMISSION

- _____ REGISTERED BUILDERS LICENSE
- _____ NEW JERSEY ONE CALL CONFIRMATION (1-800-272-1000)
- _____ SEWER CONNECTION FEE IF APPLICABLE (\$1,375.00 per dwelling unit)
- _____ SEWER LATERAL FEE IF APPLICABLE (\$50.00 per connection)
- _____ ELEVATOR PLANS APPROVED FROM STATE OF NEW JERSEY IF APPLICABLE
- _____ BUILDING PERMIT (Submitted with 2 sets of plans signed and sealed by a NJ licensed Architect or Engineer; qualified homeowners can prepare their own plans)
- _____ ELECTRIC PERMIT
- _____ PLUMBING PERMIT (Submit 2 sets of gas riser, waste and vent drawings, heat calculations & permit for HVAC)
- _____ FIRE PERMIT (Plans must show location of all devices including smoke, c/o detectors and heating units)

REQUIRED AFTER BUILDING PERMIT ISSUED

- _____ FOUNDATION LOCATION SURVEY (Must be approved by Construction Official & Zoning Officer)
- _____ PILE CERTIFICATION PREPARED BY A LICENSED PROFESSIONAL ENGINEER FOR PILE FOUNDATIONS
- _____ V-ZONE DESIGN CERTIFICATE PREPARED BY LICENSED ENGINEER OR ARCHITECT IF BUILT TO V-ZONE STANDARDS
- _____ COMPLETED FRAMING CHECKLIST
- _____ SEWER LATERAL INSPECTION COMPLETED IF APPLICABLE
- _____ MUST CONTACT THE BUILDING DEPARTMENT AT LEAST 3 DAYS BEFORE THE START OF THE CONSTRUCTION OF IMPROVEMENTS SHOWN ON PLOT PLAN (DRIVEWAYS, SIDEWALKS, ETC.)

REQUIRED BEFORE CERTIFICATE OF OCCUPANCY ISSUED

- _____ CERTIFICATE OF OCCUPANCY APPLICATION _____ PAYMENT OF AFFORDABLE HOUSING DEVELOPMENT FEE
- _____ APPROVED FINAL FLOOD ELEVATION CERTIFICATE (Finished Construction)
- _____ APPROVED PLOT PLAN FINAL ENGINEERING
- _____ FREEHOLD SOIL CONSERVATION APPROVAL LETTER
- _____ HOMEOWNER WARRANTY
- _____ FINAL SURVEY
- _____ ALL REQUIRED INSPECTIONS COMPLETED
- _____ ELEVATOR FINAL STATE APPROVAL IF APPLICABLE