

# Borough of Highlands Residential Construction Permit Application Checklist

## NEW CONSTRUCTION & ADDITIONS

Project Location: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qual #: \_\_\_\_\_

**OK**  
 **Must Provide**  
 **N/A**

- Zoning Officer Approval
- Freehold Soil Conservation COMPLIANCE or EXEMPTION CERTIFICATION
- Board of Health Approval (Septic System)
- COAH - Residential Development Form completed and signed by Developer
- Initial 50% COAH Payment (if applicable)
- Deed Restriction (Preliminary Instrument) for COAH Unit (Affordable Housing/Units Only)

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- Construction Permit Application Folder (F-100)
- 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 – signed by DCA (F-150) (NJ DCA approval for elevator)

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- Plans & Specifications:** 2 bound sets - Signed & Sealed-**MUST COMPLY with NJAC 5:23-2.15(f)**
- Design review letter for documents not prepared by Architect of Record. **NOTE: 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)**
- Deferred Submittal Letter from Architect (Req. if portions of the plans to be provided at a later date)
- 2 sets of truss drawings with bracing details, if applicable
- 2 copies of site diagram (could be on architectural plans)
- Mechanical Drawings (could be on architectural plans)
- IECC Energy calculations (RES/COMMcheck, prescriptive, NJ Clean Energy, above code program)
- HVACR Load Calculations (Manual's D, S, and J)
- Equipment Specifications (Fireplace, Boiler, Furnace, A/C, etc.)
- Foundation Location Survey – *Required upon completion of new foundations or piles. Must include Elevation Certificate in flood zones, submitted prior to any further vertical construction*

### **BUILDINGS & STRUCTURES IN FLOOD HAZARD AREAS:**

- Floodplain Development Permit
- Deed Restriction Letter of Understanding (If enclosure in floodplain is greater than 6" in height)
- Deed Restriction-Habitable Buildings w/enclosure greater than 6 feet in height
- Geotechnical Investigation Report (**V and Coastal A Zones only**)
- V Zone Certification (**V and Coastal A Zones only**)
- Break-Away Wall Certification (**V and Coastal A Zones only**)
- Coastal Area Facility Review Act (CAFRA) Permit Approval, if CAFRA Permit is required
- NJ DEP, Wetlands Permit, or other Prior Approval \_\_\_\_\_

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- 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 Cont. (Limited Exemption NJAC 13:31-4.1a)
- Unregulated Underground Tank **Certification** Dept. of Environmental Protection (N.J.A.C.7:14B-16)
- Certification** for Electrical Contractor for generator gas piping (N.J.A.C. 13:32A-1.1(b)9)
- Licensed** Master Hearth Specialist (N.J.S.A. 45:16A-29 et seq.)