

Borough of Highlands Residential Construction Permit Application Checklist - NEW CONSTRUCTION & ADDITIONS

OK	Must Provide	N/A	
			Project Location: _____ Block: _____ Lot: _____ Qual #: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning Officer Approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Freehold Soil Conservation <u>COMPLIANCE</u> or <u>EXEMPTION</u> CERTIFICATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Board of Health Approval (Septic System)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COAH - Residential Development Form completed and signed by Developer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial 50% COAH Payment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction Permit Application Folder (F-100)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Subcode Technical Form (F-110)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical Subcode Technical Form (F-120)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing Subcode Technical Form (F-130)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Subcode Technical Form (F-135) (Use Group R3 & R5 ONLY)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Subcode Technical Form (F-140)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevator Subcode Technical Form – signed by DCA (F-150) (NJ DCA approval for elevator)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans & Specifications: 2 bound sets - Signed & Sealed-MUST COMPLY with NJAC 5:23-2.15(f)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deferred Submittal Letter from Architect (Req. if portions of the plans to be provided at a later date)
Model code editions on plans, if applicable to the project Residential single/two-family homes:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021 International Residential Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021 International Mechanical Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 National Electrical Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021 National Standard Plumbing Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021 International Energy Conservation Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 NFPA 13R or 13D (Sprinkler Systems)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019 NFPA 72 (Fire Alarm and Signaling Code)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021 International Swimming Pool and Spa Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 sets of truss drawings with bracing details, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of site diagram (could be on architectural plans)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Drawings (could be on architectural plans)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IECC Energy calculations (RES/COMMcheck, prescriptive, NJ Clean Energy, above code program)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HVACR Load Calculations (Manual's D, S, and J)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment Specifications (Fireplace, Boiler, Furnace, A/C, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation Location Survey – <i>Required upon completion of new foundations or piles. Must include Elevation Certificate in flood zones, submitted prior to any further vertical construction</i>
BUILDINGS & STRUCTURES IN FLOOD HAZARD AREAS:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floodplain Development Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deed Restriction Letter of Understanding (If enclosure in floodplain is greater than 6" in height)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deed Restriction-Habitable Buildings w/enclosure greater than 6 feet in height
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Investigation Report (V and Coastal A Zones only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V Zone Certification (V and Coastal A Zones only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Break-Away Wall Certification (V and Coastal A Zones only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coastal Area Facility Review Act (CAFRA) Permit Approval, if CAFRA Permit is required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NJ DEP, Wetlands Permit, or other Prior Approval _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New Home Builders Registration (New Homes only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Validated Homeowners Warranty CERTIFICATION or EXCLUSIONS Letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Home Improvement Contractor Registration AND Registration number on permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical/Plumbing/Mechanical License verification AND License number on permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Protection System Contractor Certification <u>Division of Fire Safety</u> (N.J.A.C. 5:74)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm System Contractor License <u>Division of Consumer Affairs</u> (N.J.S.A. 45:5A-25)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telecommunications Contractor Exemption <u>Board of Electrical Cont.</u> (Limited Exemption NJAC 13:31-4.1a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unregulated Underground Tank Certification <u>Dept. of Environmental Protection</u> (N.J.A.C.7:14B-16)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certification for Electrical Contractor for generator gas piping (N.J.A.C. 13:32A-1.1(b)9)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Licensed Master Hearth Specialist (N.J.S.A. 45:16A-29 et seq.)