

Highlands Residential Certificate of Occupancy Checklist

Project Location: _____ Block: _____ Lot: _____ Qual #: _____

Must Provide N/A Date Received: ___/___/___ Reviewed by: _____

- | OK | Must Provide | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ↓ | ↓ | ↓ | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Signed, completed Application for Certificate of Occupancy |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Occupancy Fee PAID |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No outstanding Violations, Penalties or Fees |

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building Subcode FINAL Inspection Approvals & Subcode Signoff |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ☞ Framing Checklist, <u>signed by Contractor & Inspector</u> (New Construction/Additions of R3/R4/R5) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ☞ Air Barrier & Insulation Checklist, <u>signed by Contractor & Inspector</u> (See Bulletin 19-2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ☞ Duct Tightness Report (See Bulletin 19-2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floodplain Compliance FINAL Approval by Floodplain Manager (structures in flood zones) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire Subcode FINAL Inspection Approvals & Subcode Signoff |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electrical Subcode FINAL Inspection Approvals & Subcode Signoff |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plumbing Subcode FINAL Inspection Approvals & Subcode Signoff |

RESIDENTIAL ELEVATOR

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Elevator Subcode Technical FINAL inspection approval (State DCA) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Licensed Architect/Engineer report attesting compliance with ASME A17.1 for an Elevator or ASME A18.1 for a Platform/Stairway Chair Lift |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For Elevators : A17.2 checklist signed by NJ licensed Elevator Mechanic (N.J.S.A. C.45:14H-1 es seq.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For Residential Vertical Platform or Stair Chair Lifts : UCC Form F310 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Foundation location Survey – Signed/Sealed (Not required for additions) This document should have been submitted soon after completion of the foundation. File must be checked for this document |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site Diagram (Final As-built Survey) <i>Plan showing to scale the size and location of all the new construction and all existing structures on the site, distances from lot lines and the established street grades; drawn in accordance with an accurate boundary line survey</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Freehold Soil Compliance Letter or Exemption Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Validated Homeowners Warranty Certification or EXCLUSIONS form (not required if homeowner is builder) |

STRUCTURES IN FLOODPLAINS [Is Home in Floodplain? NO YES If YES, must obtain the following:

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Preliminary documentation or Elevation Certificate should have been submitted prior to further vertical construction of the foundation or piles (should be in the file) (N.J.A.C. 5:23-2.18(b)1ii2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pile Certification – Pile Foundations Only (collected after driven and before vertical construction) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 Copy of FINAL Flood Elevation Certificate Signed & SEALED with at least 2 photos showing two sides completed construction, 1 photo of flood opening, & engineered flood opening evaluation |
| <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"/> | Deed Restriction (filed)-Habitable Buildings w/enclosure greater than 6 feet in height. (Ord 29-12.2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Coastal Area Facility Review Act (CAFRA) Permit Approval (if CAFRA permit was required) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Paid Council on Affordable Housing Fees (COAH) Fees |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Engineering Approval for a Certificate of Occupancy |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Zoning Approval for a Certificate of Occupancy |