

Process for applications for elevation.

Copy of the permit by rule submission and acknowledgement of receipt from NJDEP.

Written acknowledgement from the property owner that the town has no inspection or review responsibilities in connection with a permit by rule and the correction of omissions or errors are the responsibility of the homeowner.

2 Sets of sealed plans showing the proposed elevation construction. The Architect or Engineer must certify that the existing construction is adequate to support the new loads.

A set of building, electric, plumbing and fire permits *completely* filled out and sealed and signed where applicable for elevation work and any building additions or alterations. Elevation work is not fee exempt.

An elevation certificate for the property that shows the grade elevation and the flood elevation for the property. The plans must be keyed showing that the required elevation is being provided. An elevation certificate must be provided showing that the top of foundation is above the BFE.

An up to date survey (less than 5 years old).

A foundation location survey is required for new building areas.

Copies of any Zoning resolutions if the property was granted variances.

Please note, in order to expedite the construction process, the Building Department will permit licensed Architect's or Engineers to perform required progress inspections in lieu of Department inspections provided that all of the following are met;

1. The Builder attempts to schedule the town inspector first and this request is documented.
2. The Architect's or Engineers inspection results must be submitted in writing as meeting the applicable code requirements of the inspection requested. This must be sealed.
3. Pictures or required checklists are provided where required by code or applicable. Please note that photos are not acceptable in lieu of inspections.
4. Final inspections are done by the town.