

CHECKLIST FOR A CONSTRUCTION PERMIT

The following is intended to assist in obtaining a construction permit. This checklist is not all-inclusive as there are too many requirements to include all. In many cases, a prior approval may have to be obtained before a construction permit can be issued. The scope of work will dictate what applications, documentation and prior approvals will be required. Therefore, not all items on this list may be applicable.

Construction Permit Application Forms

Forms may be obtained in the Construction Department or on-line at:

<http://www.state.nj.us/dca/divisions/codes/forms/>

- Construction Permit Application (manila jacket)
- Construction Permit (small form)
- Permit Update (small form) - Use only if you are adding to an existing construction permit.
- Building Technical Section
- Plumbing Technical Section
- Electrical Technical Section
- Fire Technical Section
- Elevator Technical Section (Apply to the New Jersey Department of Community Affairs Elevator Safety Unit 609-984-7833)

Documentation – Construction permit applications may require certain documentation. This is dependent upon the scope of work.

- **New Home Builder's Registration** – Required for builders of new single family dwellings. Owners of homes that are occupied by the owner may perform the work.
- **Home Improvement Contractor Registration** – Required for work on most residential structures (R2, R3, R4 & R5). Owners of homes that are occupied by the owner may perform the work.
- **Licensed Contractors** – Required for work performed by electrical, plumbing and mechanical contractors. Owners of single family dwellings that are occupied by the owner may perform the work.
- **Two sets of plans and / or other required supporting documentation** - Owners of single family dwellings that are occupied by the owner may prepare the plans.

Prior Approvals - The Construction Department has applications for Zoning, HPC, Grading, Floodplain Development, COAH, Street Opening and Sewer Connection. Plans and documentation submitted for a construction permit must be the same as those used to obtain required prior approvals.

- Zoning Permit (Zoning Official – Land Use Department – 732-988-5200, ext. 217)
- HPC (Historic Preservation Committee – Land Use Department – 732-988-5200, ext. 204) - Required for exterior work in Ocean Grove.
- Grading Approval (Township Engineer – Land Use Department – 732-988-5200 ext. 228) - Required for new construction, additions, structure elevations, demolitions, retaining walls, in-ground pools, etc.
- Floodplain Development Permit – Required for structures in a flood hazard area. Submit applications to the Construction Department.
- Freehold Soils Conservation District (732-683-8500)
- NJDEP – CAFRA, Wetlands, etc.
- COAH (Affordable Housing) Contribution Fees – Submit applications to the Construction Department
- Street Opening Permit – (Public Works Department – 732-775-8797)
- Sewer Connection Permit – Submit applications to the Construction Department
- A letter from the electric company (JCP&L) - stating that the elevation will not result in violation of the safety clearances required by the National Electrical Safety Code.
- Call before you dig: Call 811
- Oil to Gas Conversion: A demolition permit must be filed for the demolition of the oil tank prior to the issuance of a construction permit for an oil to gas conversion.

Zoning, HPC and Grading applications

1. The **zoning application** may be obtained by going to www.neptunetownship.org. Click on “Departments”, and then click on “Land Use”. Submit your application to the Zoning Department, not the Construction Department. You may contact the Zoning Officer, George Waterman at 732-988-5200, ext. 217, or gwaterman@neptunetownship.org.
2. The **HPC application** may be obtained by going to www.neptunetownship.org. Click on “Departments”, and then click on “Historic Preservation Commission”. Submit your application to the HPC, not the Construction Department. You may contact the secretary for the HPC, Alison Walby at 732-988-5200, ext. 204 or at awalby@neptunetownship.org.
3. The **grading application** may be obtained by going to www.neptunetownship.org. Click on “Departments”, and then click on “Engineering”, then “Grading Permit”. Submit your application to the office of the Engineer, not the Construction Department. You may contact the Engineer, Leanne Hoffmann at 732-988-5200, ext. 228 or 233, or lhoffmann@neptunetownship.org.

PROTECTION OF ADJOINING PROPERTIES

Following are the requirements for protection of adjoining properties. Provide plans and documentation demonstrating compliance. Include location of adjacent structures with foundation types and depths.

§ 5:23-2.34 Protection of adjoining properties

(a) Owners who undertake construction, rehabilitation, or demolition work at their properties shall protect adjoining properties from damage caused by the work.

(b) The owner intending to undertake the construction, rehabilitation, or demolition work that could potentially damage adjoining properties shall deliver written notice of such intent to the owners of the affected properties. The notice shall request written permission to enter the adjoining properties to determine the measures that must be taken to safeguard the properties from damage.

1. Written consent from the owners of the adjoining properties must be obtained prior to entering the properties.

2. In those cases where owners of adjoining properties refuse access, work shall not proceed unless access to the properties is granted by the courts.

(c) The measures to be taken to safeguard adjoining properties shall be submitted with the permit application for review and approval by the construction official.

(d) Upon approval of the measures to safeguard the adjoining properties, the owner intending to undertake the construction, rehabilitation, or demolition work shall provide a copy of the measures to the owners of adjoining properties and shall request written permission to implement the measures prior to the commencement of work.

i. Written consent from the owners of the adjoining properties to implement the measures to safeguard the properties must be obtained.

NJAC 5:23-2.15(f)1i

(1) Where any of the conditions in (f)1i(1)(A) through (C) below are met, a plan shall be submitted to the Construction Official detailing the manner in which the adjoining property will be protected. The Construction Official is authorized to utilize special technical services as per N.J.A.C. 5:23-2.19. No permit shall be issued until such plan has been filed.

(A) The foundation for the new building is immediately adjacent to an existing foundation, such that the existing foundation may be impacted by the construction work being performed;

(B) The footing for the new building is higher or lower than the footing for an existing building and the distance between the edges of the footings is equal to or less than the distance between the bottoms of the footings

(C) The new building roof is higher than the building roof on the adjoining property and the building roof of the adjoining property is a flat, hip or gable roofs with a slope of less than 70 degrees and the roof of the adjoining property is located 20 or fewer feet from the face of the new building.

OCEAN GROVE

Ordinance # 17-16

- All construction/demolition sites located within the Ocean Grove Historic District shall be enclosed with temporary safety fencing consisting of chain link fencing properly supported with posts not less than every eight (8') feet that is not less than four (4') in height and not to exceed six (6') feet in height, surrounding the perimeter of the construction/demolition site. This section shall apply to new construction projects, major renovation projects and demolition projects.
- Abutting Street and Sidewalk: The abutting street and sidewalk shall be kept free from dirt, sand and other materials. A temporary stone tracking pad, a minimum of twelve (12') wide and fifteen (15') long, must be installed from the curb onto the construction site.
- Posting Requirement: All construction sites shall post on-site the following information: the block, lot and address of the property; the name, address and telephone number of the General Contractor, along with all required permits so as to be visible to all Borough officials and sub-contractors in a weather-proof manner at all times.