



Borough of Seaside Heights
George E. Tompkins Municipal Complex
901 Boulevard
Seaside Heights, NJ 08751
Phone: (732) 793-9100 Fax: (732) 793-0319
BUILDING DEPARTMENT



Seaside Heights Construction Department

DEMOLITION STRUCTURE CHECKLIST

YOU (or your contractor) need:

1. Completed **Permit Application**, (Including **CORRECT** Block & Lot and Homeowners Mailing Address). **Survey** of the property. Inside jacket to include **Building & Electrical Sub Code forms** for demolition. **MUA Application** (for **CUT and CAP**). Electrical Sub Code Permit form (for disconnect) to be sealed by licensed Electrician performing work. Inside (left) of jacket to be signed by Homeowner or Contractor.

All the above to be filled out completely **PRIOR** to submitting to the office.

2. **LETTERS OF Disconnections** are **REQUIRED** from the following:

_____ Gas Company – NJNG, along with NJ Dig # (where applicable).

_____ Cable Company – Your provider

_____ Telephone Company – Your provider

_____ Water and Sewer Utility - Seaside Heights MUA

_____ Electric Utility - Seaside Heights MUA

_____ Soil Bearing Report & OC Soils (Compliance letter – 5000+/- sq ft of land is to be disturbed)

AND any other service provider that has components connected or joined to your respective property. ALL OF ABOVE MUST BE DISCONNECTED BY YOUR CONTRACTOR AND PROOF VIA LETTER OR STATEMENT MUST BE CONTAINED IN YOUR PERMIT APPLICATION.

3. Copy of your letter sent to any immediate adjacent property. Notifying them of demolition. Letter must be sent certified and copies of **receipts** are required in the permit application.
4. Proof of disposal of asbestos removed, double bagged and taken to an approved disposal facility. (called, “proof of disposal certification”). **Asbestos Abatement** and **Protection Letters** must be signed and returned in permit application.
5. Your Electrician **MUST** contact our Electric MUA **BEFORE** installing any new service, and receive approval card. Card must be returned with Electrical Tech sheet, requesting new service.
6. Your Plumber **MUST** contact our Water/Sewer MUA **BEFORE** installing any new service, and receive approval card. Card must be returned with Plumbing Tech sheet, requesting new service.

Once all contents are verified and reviewed for completion, you will be contacted via telephone that your PERMIT is approved and must be paid for work to begin.



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RAISING STRUCTURE CHECKLIST

YOU (or your contractor) need:

1. Completed **Permit Application**, (*Including CORRECT Block & Lot and Homeowners Mailing Address*). Inside jacket to include **Building, Plumbing & Electrical Sub Code forms** for raising. Plumbing Application from MUA (*for CUT and CAP*). Plumbing Sub Code Permit (*for reconnect*) & Electrical Sub Code Permit (*for disconnect/reconnect*). All forms to be sealed by licensed professionals performing work. Inside (left) of jacket to be signed by Homeowner or Contractor.
2. **LETTERS OF Disconnections** are **REQUIRED** from the following:
_____ Gas Company – NJNG, along with NJ Dig # (where applicable).
_____ Cable Company – Your provider
_____ Telephone Company – Your provider
_____ Water and Sewer Utility - Seaside Heights MUA
_____ Electric Utility - Seaside Heights MUA
_____ Soil Bearing Report & OC Soils (when more than 5000 sq ft of land is disturbed)
AND any other service provider that has components connected or joined to your respective property. ALL OF ABOVE MUST BE DISCONNECTED BY YOUR CONTRACTOR AND PROOF VIA LETTER OR STATEMENT MUST BE CONTAINED IN YOUR PERMIT APPLICATION.
3. Completed jacket must include:
 - a. **ELEVATION CERTIFICATE**: filled out, signed and **sealed** by licensed engineer.
 - b. **SURVEY**: signed and **sealed**, accurate and up to date. Survey must show “all dimensions” and must have all side/front and back setbacks indicated. This must conform to town zoning requirements for your specific property. If house is being moved left, right, front or back of the existing location, (2) sets of surveys will be required. First (2) sets showing existing location and then the second (2) set showing new proposed location after construction. An approval must be granted by Zoning **PRIOR** to movement.
 - c. **FOOTING AND FOUNDATION**: (2) copies, signed and sealed BY LICENSED engineer or architect only.
 - d. **CRIBBING PLANS** from Lift Company.
4. As soon as the foundation is built, **surveyor must verify new foundation with new survey** being in the proper location and the height of the foundation is accurate – this must match the original survey. This will assist and confirm the BFE. Must be submitted to office.
5. **Copy of Lift License** issued by the State of NJ certifying Lift (Contractor/Comp) **REQUIRED. Along with Cribbing Detail.**
6. **Pile Certification** - issued and witnessed by actual Pile Company to be submitted once piles have been driven.

Once all contents are verified and reviewed for completion, you will be contacted via telephone that your PERMIT is approved and must be paid for work to begin.

Upon Permit Submission

****** When applicable, Driveway Application for new driveway cuts, and Sidewalk (concrete) application must be submitted & approved before permits released ***
Please note instructions on applications as how to contact Town Engineer for inspections once approved through Zoning.***

Zoning Application – with applicable fees.

Driveway Application - if driveway is a new cut or changing from existing.

Sidewalk/Concrete Application – for any sidewalk repair.

Electric Sub code – Disconnects, Reconnects and any/all other Electrical work. Drawings. Cut Card from MUA for New Services.

Plumbing – MUA Application for cut n cap – Approval Card from MUA once work has been approved by the MUA, must be included in the jacket. Reconnects on Plumbing Sub Code Tech Sheet.

Building Sub code – Home Elevation Contractor to Lift, Mason for Foundation (if different from Home Elevation Contractor) Decks, Stairs, and “everything else.” Updated Plans, if required. Information on A/C Condenser, indicating where it will be mounted above BFE. {Platform (Drawing required) / Brackets (provide specs)}. (Copies of HEC & HIC Licenses)

Fire Sub code – Smoke Detectors, Fuel Fired Appliances, etc (and appliance specs)

Mechanical Sub code – when applicable – (and appliance specs)

Disconnect Letters from Gas, Water & Electric

Flood Vent Specs

Cribbing Details

Surveys

Upon Completion - (AFTER Passing of ALL Final Inspections)

The following documentation is needed to close out permit:

(2) Final Base Flood Elevation Certificates with Flood Vent specs attached

(2) Final Surveys (including the Peak of Roof **above** Base Flood Elevation)

C/O Application with payment

Final Base Flood Elevation Approval Inspection – *you will be called to schedule*