



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



Seaside Heights Construction Department DEMOLITION STRUCTURE CHECKLIST

YOU (or your contractor) need for Permit Submission:

1. Inside jacket to include: Completed **Zoning Application with fee, UCC F170 (Permit Card), Permit Application for Building**. (Including *CORRECT* Block & Lot and Homeowners Mailing Address). **Survey** of the property. **Approved MUA Application** (for Water/Sewer Cut and Cap). 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).

_____ 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)

Contact: Ocean County Soil Conservation District website: www.soildistrict.org

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. Letter(s) sent to any immediate adjacent property. Notifying them of demolition. Letter must be sent certified mail 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. **MUA Application** for Cut and Cap must be submitted and paid for to the Water/Sewer Department. Once Cut and Cap has been performed, the application indicated **APPROVED** must be submitted in the permit jacket. The permit will not be accepted without this information.
6. **Dumpster Applications** are required when the dumpster is located anywhere other than on your property.

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

DUMP TICKETS REQUIRED WHEN APPLICABLE

Future Note for New Build:

- 1 Your Electrician **MUST** contact our Electric MUA, with plans, **BEFORE** installing any new service for consideration. Once work has commenced you must receive an approval card from the MUA that must be submitted to the Construction Dept and attached to your existing permit before a Service Inspection can be performed by the Electrical Inspector.
- 2 Your Plumber **MUST** contact our Water/Sewer MUA **BEFORE** installing any new service and receive an approval card. Card must be submitted with new Building permit.

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.