

Highlands Borough Asbestos Removal Checklist

(To be used when asbestos has been certified to exist)

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

Control #: _____ Date Received: ____/____/____ Reviewed by: _____

⇒ Construction Permit Application:

- Construction Permit Application Folder (F-100)
- Building Subcode Technical Form (F-110)

⇒ Other Documents:

- Name of the Asbestos Safety Control Monitor: _____
- Statement of pre-project procedures required (N.J.A.C. 5:23-8.13)
- If the building is to be occupied during the asbestos removal project times, provide a written statement signed by the Asbestos Safety Control Monitor that asbestos abatement will occur during building occupancy and verify that the requirements of N.J.A.C. 5:23-8.19 will be maintained. The statement shall further describe those areas that will be occupied during the asbestos removal project as well the number of occupants
- Assessment performed by the NJ Department of Health or County Health Department, or by a private business authorized by the New Jersey Department of Health. Note: This is required when it is certified that asbestos may become disturbed in a building or structure subject to subchapter 8, unless the requirement for an assessment has been waived.

⇒ Plans & Specifications: All Plans (excluding shop drawings) drafted by other than the Architect of Record must be accompanied by a letter from the Architect of Record pursuant to N.J.A.C. 5:23-2.15(f)1xi(1)

- 2 bounded sets of plans (architectural plans must be signed/sealed), if the asbestos removal is part of the project where sealed plans are submitted. Otherwise, plans that clearly delineate work areas, occupied areas, separation barriers, egress areas, and all other relevant areas are required on asbestos removal only projects.
- Design review letter for documents not prepared by Architect of record

⇒ Upon Completion and prior to issuance of a Certificate of Approval/Occupancy

- Certificate of Completion issued by the asbestos safety control monitor
- Notification of Asbestos Abatement – **SIGNED (upon completion)**