

Borough of Highlands Construction Permit Application Checklist - NEW CONSTRUCTION & ADDITIONS

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

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

N/A Provided

- Zoning/Planning Board Approval
- Zoning Officer Approval
- Freehold Soil Conservation COMPLIANCE or EXEMPTION CERTIFICATION
- Board of Health Approval
- COAH (Council on Affordable Housing) Signed Letter

- Construction Permit Application Folder (F-100)
- Building Subcode Technical Form (F-110)
- Electrical Subcode Technical Form (F-120)
- Plumbing Subcode Technical Form (F-130)
- Mechanical Subcode Technical Form (F-135) (**Use Group R3 & R5 ONLY**)
- Fire Subcode Technical Form (F-140)
- Elevator Subcode Technical Form (F-150) (NJ DCA approval for elevator)

- Plans & Specifications:** Signed & Seals ALL page drawings. **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)**

- Model code editions, if applicable to the project Residential single/two-family homes:**
 - 2021 International Residential Code
 - 2021 International Mechanical Code
 - 2020 National Electrical Code
 - 2021 National Standard Plumbing Code
 - 2021 International Energy Conservation Code
 - 2019 NFPA 13R or 13D (Sprinkler Systems)
 - 2019 NFPA 72 (Fire Alarm and Signaling Code)
 - 2021 International Swimming Pool and Spa Code

- 2 **bounded** sets of plans (each architectural plan page must be signed & sealed)
- 2 sets of truss drawings, if applicable
- 2 copies of site diagram (could be on architectural plans)
- Mechanical Drawings (could be on architectural plans)
- IECC Energy calculations (REScheck/COMMcheck)
- HVACR Load Calculations (Manual D, S, J)
- Equipment Specifications (Fireplace, Boiler, Furnace, A/C, etc.)
- Design review letter for documents not prepared by Architect of Record
- Foundation Location Survey – **Required upon completion of all new foundations. Must include Elevation Certificate in flood zones & must be submitted prior to further vertical construction in A & Coastal Zones**

- BUILDINGS & STRUCTURES IN FLOOD HAZARD AREAS:**
- Floodplain Development Permit
- Substantial Improvement Itemization Schedule
- Deed Restriction-Habitable Buildings w/enclosure greater than 6 feet in height
- Approved Flood Elevation Certificate, if required (**not required for new homes**)
- Geotechnical Investigation Report (**V and Coastal A Zones only**)
- V Zone Certification (**V and Coastal A Zones only**)
- Break Away Wall Certification (**V and Coastal A Zones only**)
- Coastal Area Facility Review Act (CAFRA) Permit
- NJ DEP, Wetlands, or other Prior Approval _____

- New Home Builders Registration (**New Homes only**)
- Validated Homeowners Warranty CERTIFICATION or EXCLUSIONS Letter
- Home Improvement Contractor **Registration AND Registration number on permit**
- Electrical/Plumbing/Mechanical **License** verification **AND License number on permit**
- Fire Protection System Contractor **Certification** Division of Fire Safety (N.J.A.C. 5:74)
- Fire Alarm System Contractor **License** Division of Consumer Affairs (N.J.S.A. 45:5A-25)
- Telecommunications Contractor **Exemption** Board of Electrical Contractors (Limited Exemption NJAC 13:31-4.1a)
- Unregulated Underground Tank **Certification** Dept. of Environmental Protection (N.J.A.C.7:14B-16)