

Borough of Highlands Residential Certificate of Occupancy Checklist

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

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

N/A Provided **CHECK IF STRUCTURE IS IN A SPECIAL FLOOD HAZARD AREA**

- Signed, completed Application for Certificate of Occupancy
- Certificate of Occupancy Fee **PAID**
- No outstanding Violations, Penalties or Fees
- Building Subcode Technical **FINAL** Inspection Approvals & Subcode Signoff
- Framing Inspection Checklist, **signed by both Contractor and Inspector**
- Air Barrier Checklist, **signed by both Contractor and Inspector**
- Insulation Checklist, **signed by both Contractor and Inspector**
- Duct Tightness Report
- Floodplain Inspection Checklist & **FINAL** Approval Signoff (structures in flood zones)
- Foundation location survey AND elevation certificate, including lowest floor elevation and as-built elevation documentation (structures in flood zones) **Documentation and certificates shall be submitted prior to further vertical construction of foundation. (For new construction, additions, and substantial improvement/damage [N.J.A.C. 5:23-2.18(b)1ii2])**
- Fire Subcode Technical **FINAL** Inspection Approvals & Subcode Signoff
- Electrical Subcode Technical **FINAL** Inspection Approvals & Subcode Signoff
- Plumbing Subcode Technical **FINAL** Inspection Approvals & Subcode Signoff

RESIDENTIAL ELEVATORS

- Elevator Subcode Technical **FINAL** inspection approval (State DCA)
- Licensed Architect/Engineer report attesting compliance with ASME A17.1 (elevator) or ASME A18.1 or (platform/stairway chair lift)
- For **Elevators**: A17.2 checklist signed by NJ licensed Elevator Mechanic (N.J.S.A. C.45:14H-1 es seq.)
- For **Residential Vertical Platform or Stair Chair Lifts**: UCC Form F310
- Foundation location Survey – **Signed & SEALED**
- Site Diagram (Final As-built Survey) Plan showing to scale the size and location of all the new construction and all existing structures on the site, distances from lot lines and the established street grades; drawn in accordance with an accurate boundary line survey.
- Freehold Soil Compliance Letter or Exemption Letter
- Validated Homeowners Warranty Certification or EXCLUSIONS form
- 2 Copies of Flood Elevation Certificate – **Signed & SEALED**
- Pile Certification – **Pile Foundations Only (collected after driven and before vertical construction)**
- V-Zone Certification – **V and Coastal A Zones Only**
- Deed Restriction-Habitable Buildings w/enclosure greater than 6 feet in height. **Ord 29-12.2**
- Coastal Area Facility Review Act (CAFRA) Permit
- Board of Health Approval
- Paid Council on Affordable Housing Fees (COAH) Fees
- Engineering Approval for a Certificate of Occupancy