

# Borough of Highlands Residential Temporary 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 TCO. Must include reason for requesting a TCO
- Temporary Certificate of Occupancy Fee PAID (first TCO no charge)
- No outstanding Violations, Penalties or Fees
- Building Subcode Technical approval
- 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, **signed**
- 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 TCO inspection approval
- Electrical Subcode Technical TCO inspection approval
- Plumbing Subcode Technical TCO inspection approval

### **RESIDENTIAL ELEVATORS**

- Elevator Subcode Technical **FINAL** inspection approval (State DCA) (Registration not required for TCO)
- Licensed Architect/Engineer report attesting compliance with ASME A17.1 (elevator) or ASME A18.1 (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 – Conditional or Final
- 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**
- Coastal Area Facility Review Act (CAFRA) Permit
- Deed Restriction-Habitable Buildings w/enclosure greater than 6 feet in height. **Ord 29-12.2**
- Board of Health Approval
- Paid Council on Affordable Housing Fees (COAH) Fees
- Engineering Approval for a Temporary Certificate of Occupancy
- Other (specify) \_\_\_\_\_

### **ALL OF THE FOLLOWING APPLICABLE ITEMS MUST BE CONFIRMED**

- Health and life-safety systems completed and fully operational and tested.
- Sewer or septic system connection
- Water supply connection or well certification
- Electric utilities connection
- Gas utilities connection
- New Home Warranty issued
- Rooming and Boarding Home license
- Elevation Certificate in floodplain
- Soil Conservation Report of Compliance - Conditional or Final (see Bulletin No. 91-2)