

BOROUGH OF HIGHLANDS HOUSE ELEVATION CHECKLIST

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

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

⇒ Prior Approvals: *Application may be submitted without Prior Approvals but are required for Permit issuance.*

- Land Use Board approval (*if applicable*)
 - Zoning Permit Approval
 - Coastal Area Facility Review Act (CAFRA) Permit
 - Soil Conservation COMPLIANCE or EXEMPTION CERTIFICATION
 - Floodplain Development Permit (Flood Hazard Areas)
 - Approved Flood Elevation Certificate
 - Notification to adjoining property owners pursuant to N.J.A.C. 5:23-2.34
 - Provide proof of a certificate of commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence; and shall additionally carry insurance in the minimum amount of \$500,000 per occurrence.
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⇒ Disconnect Letters from Utility Providers

- Electric
 - Telephone
 - Water
 - Gas
 - Sewer
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⇒ Construction Permit Application:

- Construction Permit Application Folder (F-100)
 - Building Subcode Technical Form(F-110)
 - Electrical Subcode Technical Form (F-120)
 - Plumbing Subcode Technical Form (F-130)
 - Fire Subcode Technical Form (F-140)
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⇒ Plans & Specifications

- 2 bounded sets of plans (architectural plans must be signed/sealed). Plans must compliance with the Uniform Construction Code, and include:
 - Flood Zone
 - Advisory Base Flood Elevation – Existing & Proposed
 - Proposed Structure Height as per Land Use Regulations
 - Structure Height as per Uniform Construction Code
 - Two (2) copies of site plan (could be on architectural plans)
 - Foundation Location Survey Must include the lowest floor elevation and as-built elevation documentation, for a building that is located in a flood hazard area and shall include elevation certificates as required by IBC and IRC. **Must be submitted prior to further vertical construction**
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- Home Elevation Contractor Registration (*pursuant to P.L. 2004, c.16*) N.J.S.A. 56:8

Note: If this house elevation is combined with an Addition or Rehabilitation, see Construction Permit Application Checklist-NEW CONSTRUCTION & ADDITIONS