



Borough of Seaside Heights
George E. Tompkins Municipal Complex
901 Boulevard
Seaside Heights, NJ 08751
Phone: (732) 793-9100 Fax: (732) 793-0319



**Seaside Heights Construction Department
NEW STRUCTURE CHECKLIST**

YOU (or your contractor) need for Permit Submission:

1. Planning Board approval – Contact: Sherri Sieling, Planning Board Secretary. (732) 793-9100 ext 125
2. Permit Application to include:
All documents must include CORRECT Block & Lot and Homeowners Mailing Address. Contact person, with phone number.
 - **Completed folder.** (Inside left of jacket to be signed by Homeowner or Contractor.)
 - **Zoning Application with fee**
 - **Permit Applications:**
 - **Building**
 - **Electric – with drawings signed and sealed by licensed Electrician**
 - **Plumbing – with drawings signed and sealed by licensed Plumber**
 - **Fire**
3. **Planning Board Resolution, (2) Surveys, (2) Sets of Architectural Plans, signed & sealed.**
Please note ALL mechanicals have to be above Base Flood Elevation. Any questions pertaining to your Base Flood – Please reach out to Ken Roberts, Flood Plain Manager. (732) 793-9100 Ext. 122.
4. **Copy of Builders license.** New Home Builder or HIC, “In lieu of Oath” must be signed.
5. **Specs** are required for all appliances, roofing and siding. (*must meet windspeed of 125mph*)
6. **Driveway Applications** are required for all new driveway cuts or changes.
 - a. **Parking Meter Removal** – must be checked off if removing, payment & meter #.
7. **Sidewalk Applications** are required for all new or replacements pads.
8. **Soils** – Approval letter or Letter of Non-Disturbance. Contact OC Soils: www.soildistrict.org
9. **Dumpster Applications** are required when the dumpster is located anywhere other than on your property.
10. **Open/Close Road Applications** – when applicable
11. **Road Excavation Sign Off**

All the above to be filled out completely PRIOR to submitting to the office.

Future Note for New Build: APPLICATIONS MUST BE FILLED OUT FOR ALL NEW SERVICE REQUESTS

- 1 Your Electrician **MUST** contact our Electric MUA, with plans, **BEFORE** installing any new service for consideration. Once work has commenced you must receive an approval card from the MUA that must be submitted to the Construction Dept and attached to your existing permit before a Service Inspection can be performed by the Electrical Inspector.
- 2 Your Plumber **MUST** contact our Water/Sewer MUA **BEFORE** installing any new service and receive an application for NEW SERVICE. The Service Card approval must be submitted to the Building Dept.

Once all contents are verified and reviewed for completion, you will be contacted via telephone that your PERMIT is approved and must be paid for work to begin.

Upon Completion: (2) Base Flood Elevation Certs – (2) Final As Builts – C/O Fee – Base Flood Inspection REQUIRED