



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 RAISING STRUCTURE CHECKLIST

YOU (or your contractor) need for Permit Submission:

1. Inside jacket to include: Completed **Zoning Application with fee, Permit Application**, (*Including CORRECT Block & Lot and Homeowners Mailing Address*). Inside jacket to include **Building, Plumbing & Electrical Sub Code forms** for Lift. **Approved MUA Application** (*for Water/Sewer Cut and Cap, see below*). Plumbing Sub Code Permit (*for service reconnect*) & Electrical Sub Code Permit (*for disconnect/reconnect*). All forms to be sealed by licensed professionals performing work. Inside (left) of jacket to be signed by Homeowner or Contractor.
2. **LETTERS OF Disconnections** are **REQUIRED** from the following:
 - _____ Gas Company – NJNG, along with NJ Dig # (where applicable).
 - _____ Water and Sewer Utility - Seaside Heights MUA
 - _____ Electric Utility - Seaside Heights MUA
 - _____ Soil Bearing Report & OC Soils (when more than 5000 sq ft of land is disturbed)

Contact: Ocean County Soil Conservation District website: www.soildistrict.org

AND any other service provider that has components connected or joined to your respective property. ALL OF ABOVE MUST BE DISCONNECTED BY YOUR CONTRACTOR AND PROOF VIA LETTER OR STATEMENT MUST BE CONTAINED IN YOUR PERMIT APPLICATION.

3. Completed jacket must include:
 - a. **ELEVATION CERTIFICATE**: filled out, signed and sealed by licensed engineer.
 - b. **SURVEY**: signed and sealed, accurate and up to date. Survey must show “all dimensions” and must have all side/front and back setbacks indicated. This must conform to town zoning requirements for your specific property. First (2) sets showing existing location and then the second (2) set showing new proposed location after construction. An approval must be granted by Zoning **PRIOR** to movement.
 - c. **FOOTING AND FOUNDATION**: (2) copies, signed and sealed BY LICENSED engineer or architect only.
 - d. **CRIBBING PLANS** from Lift Company.
4. As soon as the foundation is built, **surveyor must verify new foundation with new survey** being in the proper location and the height of the foundation is accurate – this must match the original survey. This will assist and confirm the BFE. Must be submitted to office.
5. **Copy of Lift License** issued by the State of NJ certifying Lift (Contractor/Comp) **REQUIRED. Along with Cribbing Detail.**
6. **Pile Certification** - issued and witnessed by actual Pile Company to be submitted once piles have been driven.
7. **MUA Application for Cut and Cap** must be submitted and paid for to the Water/Sewer Department. Once Cut and Cap has been performed, the application indicated **APPROVED** must be submitted in the permit jacket. The permit will not be accepted without this information.

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