



## Township of Little Egg Harbor

665 Radio Road

Little Egg Harbor, New Jersey 08087

Telephone: 609-294-9071 / Facsimile: 609-294-9065

When applying for hot water heater/boilers and furnaces the following is required:

- Flood plain permit if located in flood zone \$100.00 (check or money order)
  - Construction permit application
  - Electrical Subcode
  - Mechanical subcode
  - Specifications on unit/ manufactures specs
- Chimney certification (must be done by licensed professional)

# Little Egg Harbor Township Floodplain Development Permit

## APPLICATION INSTRUCTIONS

### PART I

The Applicant (i.e. Owner/Builder/Engineer) completes the General Provisions.

### PART II

Complete the Owner/Builder/Engineer Information and Project Overview.

#### **Project Overview**

Provide a description of the project location and attach a recent survey. Check all the applicable box(es) under project type that are being proposed.

### PART III

Complete and attach required information for the Flood Hazard Area Checklist Information and other permits.

#### **Flood Hazard Area Checklist Information**

Check all the applicable box(es) under “Flood Hazard Area Information Required for Review” and provide input when directed. Provide required documentation if applicable.

#### **Other Permits**

The Applicant must obtain other required federal, state, and local permits, including NJDEP Land Use Permits **PRIOR** to applying for a Floodplain Development Permit. Refer to *Appendix B* for a list of potential permits.

### PART IV

The FPA will determine the position of the proposed development relative to community floodplains and floodways. Flooding data and site specifications determined through FEMA and NJDEP will be included when applicable.

### PART V

The FPA will indicate if the proposed development is conformant with the requirements of the local Flood Damage Prevention Ordinance, and if the requested permit is issued. If the decision is to **NOT** issue the permit, the FPA will provide an explanation of the perceived deficiencies to the Applicant.

The Floodplain Development Permit application assists communities in evaluating impacts of activities proposed within New Jersey regulated floodplains or FEMA’s Special Flood Hazard Areas (SFHAs). All activities must be in compliance with the regulations and standards set forth by local, state, and federal entities. For residents and property owners to be eligible for national flood insurance rates under the National Flood Insurance Program (NFIP), For communities to receive certain kinds of federal monies, the community must agree to meet certain floodplain development standards. The Floodplain Development Permit application packet is a tool to ensure these standards are met. It should be noted that depending on the type of development, *you may be required to hire a surveyor or engineer to help complete the required forms.*

Prior to applying for a Floodplain Development Permit, the Applicant **MUST** obtain other required federal, state, and local permits, including the required New Jersey Land Resource Protection Permits set forth by the New Jersey Department of Environmental Protection (NJDEP). Refer to *Appendix B* of this application for a list of potential permit-by-rules, general permits-by certification, and general permits, or see your local Floodplain Administrator. All permits obtained for the project **MUST** be attached to this application.

If approved, a community official, or the Floodplain Administrator (FPA), will perform inspections throughout the project, as well as when the project is completed to ensure that the development is compliant with the requirements of the Local Flood Damage Prevention Ordinance, *thus helping you get a better premium rate on flood insurance.*

If you are proposing development of any kind (constructing a new building, adding on to an existing building, clearing land, placing fill, mining, drilling, etc.) in a floodplain as defined by NJDEP or FEMA, you **MUST** submit this application to your local FPA. Depending upon the type of development you are proposing, additional forms and/or permits may be required.

Per NFIP participation rules, if the property you propose to develop is located within a Special Flood Hazard Area on a FEMA FIRM, you **MUST** obtain a Floodplain Development Permit prior to beginning the project in accordance with the requirements of the local Flood Damage Prevention Ordinance of your community. Failure to do so may incur penalties, including high insurance rates.

For the purposes of this application, the “Applicant” is considered either the property owner, builder, or engineer. The “Applicant” cannot be the FPA. Typically, the Applicant completes Part I, II, & III of this application and submits the information to the local FPA. If any information is missing by the Applicant, the FPA will assist in filling in the missing information. The FPA reviews the submission, forms a determination, then notifies the Applicant of whether or not additional information is needed. Once all required materials have been submitted, the FPA will make a permitting decision and either issue a permit, which may include conditions of approval, or deny the requested permit.



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## DEFINITIONS

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**ASCE 24:** The standard for Flood Resistant Design and Construction referenced by the building code, and developed, and published by the American Society of Civil Engineers, Reston, VA. References to ASCE 24 shall mean ASCE 24-14 or the most recent version of ASCE 24 adopted in the UCC Code [N.J.A.C. 5:23].

**Base Flood:** A flood having a 1% chance (100-year) of being equaled or exceeded in any given year.

**Base Flood Elevation (BFE):** The water surface elevation resulting from a flood that has a 1% or greater chance of being equaled or exceeded in any given year, as shown in a published Flood Insurance Study (FIS), Flood Insurance Rate Map (FIRM) or preliminary flood elevation guidance from FEMA. May also be referred to as the “100-year flood elevation.”

**Best Available Flood Hazard Data:** The most recent available preliminary flood risk guidance FEMA has provided. The Best Available Flood Hazard Data may be depicted on but not limited to Advisory Flood Hazard Area Maps, Work Maps, or Preliminary FIS and FIRM.

**Conditional Letter of Map Revision (CLOMR):** A Conditional Letter of Map Revision (CLOMR) is FEMA's comment on a proposed project that would, upon construction, affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway or Special Flood Hazard Area (SFHA). The letter does not revise an effective FIRM map, it indicates whether the project, if built as proposed, would be recognized by FEMA. FEMA charges a fee for processing a CLOMR to recover the costs associated with the review as described in the Letter of Map Change (LOMC) process. Building permits cannot be issued based on a CLOMR, because a CLOMR does not change the FIRM map.

**Critical Facility:** Structures with American Society of Civil Engineers (ASCE) Class III and IV flood design classifications (as described in ASCE 24-14 Table 1.1) that provide services and functions essential to a community, especially during and after a disaster, and require additional freeboard for protection. Critical facilities with Class IV designations must be elevated or protected to 2 feet above DFE or to the 500-year (0.2% chance) flood elevation, whichever is higher.

**Development:** Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

**Elevation Certificate:** An administrative tool of the National Flood Insurance Program (NFIP) that can be used to provide elevation information, to determine the proper insurance premium rate, and to provide the support required for a Letter of Map Amendment (LOMA) or Letter of Map Revision based on Fill (LOMR-F).

**Federal Emergency Management Agency (FEMA):** The Federal agency under which the NFIP is administered.

**FEMA Publications:** Any publication authored or referenced by FEMA related to building science, building safety, or floodplain management related to the National Flood Insurance Program. Publications include but are not limited to technical bulletins, desk references, and ASCE 24.

**Flood Hazard Area Design Flood Elevation (FHDFE):** Per the New Jersey Flood Hazard Area Control Act, the peak water surface elevation that will occur in a water during the flood hazard area design flood. This elevation is determined via available flood mapping adopted by the State, flood mapping published by FEMA (including effective flood mapping dated on or after January 31, 1980, or any more recent advisory, preliminary, or pending flood mapping; whichever results in higher flood elevations, wider floodway limits, greater flow rates, or indicates a change from an A Zone to a V Zone or Coastal A Zone), approximation, or calculation pursuant to the Flood Hazard Area Control Act Rules at N.J.A.C. 7:13-3.1 – 3.6 and is typically higher than FEMA's Base Flood Elevation (BFE). A water that has a drainage area measuring less than 50 acres does not possess, and is not assigned, a flood hazard area design flood elevation.

**Flood Insurance Rate Map (FIRM):** The official map on which FEMA has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

**Flood Insurance Study (FIS):** The official report of a community in which the FEMA has provided flood profiles, as well as Flood Insurance Rate Map(s) and the risk premium zones applicable to the community.

**Floodplain or Flood Prone Area:** Any land area susceptible to being inundated by floodwaters from any source.

**Floodproofing:** Any combination of structural and nonstructural additions, changes or adjustments to structures, which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitation facilities or structures with their contents.

**Floodway:** The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than 0.2 foot.

**Freeboard:** A factor of safety usually expressed in feet above a flood level for purposes of floodplain management. “Freeboard” tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed.

**Letter of Determination Review (LODR):** FEMA's ruling on the determination made by a lender or third party that a borrower's building is in a Special Flood Hazard Area (SFHA). A LODR deals only with the location of a building relative to the SFHA boundary shown on the Flood Insurance Rate Map (FIRM).

**Letter of Map Amendment (LOMA):** A Letter of Map Amendment (LOMA) is an official amendment, by letter, to an effective Flood Insurance Rate Map (FIRM) map that is requested through the Letter of Map Change (LOMC) process. A LOMA establishes a property's location in relation to the Special Flood Hazard Area (SFHA). LOMAs are usually issued because a property has been inadvertently mapped as being in the floodplain but is actually on natural high ground above the base flood elevation.

**Letter of Map Revision (LOMR):** A Letter of Map Revision (LOMR) is FEMA's modification to an effective Flood Insurance Rate Map (FIRM). LOMRs are generally based on the implementation of physical measures that affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective Base Flood Elevations (BFEs), or the Special Flood Hazard Area (SFHA). The LOMR officially revises the Flood Insurance Rate Map (FIRM) and sometimes the Flood Insurance Study (FIS) report, and when appropriate, includes a description of the modifications. A LOMR is issued only by FEMA.

**Letter of Map Revision Based on Fill (LOMR-F):** A Letter of Map Revision Based on Fill (LOMR-F) is FEMA's modification of the Special Flood Hazard Area (SFHA) shown on the Flood Insurance Rate Map (FIRM) based on the placement of fill outside the existing regulatory floodway. A LOMR-F may be initiated through the Letter of Map Change (LOMC) Process. A LOMR-F is issued only by FEMA.

**Limit of Moderate Wave Action (LiMWA):** Inland limit of the SFHA (AE Zone) affected by waves between 1.5 and 3 feet. Base Flood conditions between the V Zone and the LiMWA will be similar to, but less severe than, those in the V Zone. Also known as "Coastal A Zone" areas.

**Local Design Flood Elevation (LDFE):** The elevation reflective of the most recent available preliminary flood elevation guidance FEMA has provided as depicted on but not limited to Advisory Flood Hazard Area Maps, Work Maps, or Preliminary FIS and FIRM which is also inclusive of freeboard specified by the New Jersey Flood Hazard Area Control Act and Uniform Construction Codes and any additional freeboard specified in a community's ordinance. In no circumstances shall a project's LDFE be lower than a permit-specified Flood Hazard Area Design Flood Elevation or a valid NJDEP Flood Hazard Area Verification Letter plus the freeboard as required in ASCE 24 and the effective FEMA Base Flood Elevation.

**Lowest Floor:** In A Zones, the lowest floor is the top surface of the lowest floor of the lowest enclosed area (including basement). In V Zones and Coastal A Zones, the bottom of the lowest horizontal structural member of a building is the lowest floor. An unfinished or flood resistant enclosure, usable solely for the parking of vehicles, building access or storage in an area other than a basement is not considered a building's lowest floor provided that such enclosure is not built so as to render the structure in violation of other applicable non-elevation design requirements of these regulations.

**Lowest Horizontal Structural Member:** In an elevated building in a Coastal A Zone or Coastal High Hazard Area (VE Zone), the lowest beam, joist, or other horizontal member that supports the building is the lowest horizontal structural member. Grade beams installed to support vertical foundation members where they enter the ground are not considered lowest horizontal members.

**National Flood Insurance Program (NFIP):** The program of flood insurance coverage and floodplain management administered under the Act and applicable federal regulations promulgated in Title 44 of the Code of Federal Regulations, Subchapter B. This community has voluntarily chosen to receive the benefits of participation in this program by adopting a Floodplain Development Permit.

**Preliminary FIRM & FIS:** Preliminary flood hazard data and map products provide the public with an early look at their home or community's projected risk to flood hazards. Preliminary data may include new or revised Flood Insurance Rate Maps (FIRM), Flood Insurance Study (FIS) reports, and FIRM Databases.

**Special Flood Hazard Area (SFHA):** The greater of the following: (1) Land in the floodplain within a community subject to a 1% or greater chance of flooding in any given year, shown on the FIRM as Zone V, VE, V1-3-, A, AO, A1-30, AE, A99, or AH; (2) Land and the space above that land, which lies below the peak water surface elevation of the flood hazard area design flood for a particular water, as determined using the methods set forth in the New Jersey Flood Hazard Area Control Act in N.J.A.C. 7:13; (3) Riparian Buffers as determined in the New Jersey Flood Hazard Area Control Act in N.J.A.C. 7:13. Also referred to as the AREA OF SPECIAL FLOOD HAZARD.

**Structure:** A walled and roofed building, a manufactured home, or a gas or liquid storage tank that is principally above ground

**APPENDIX A**  
**Development Plan Requirements**

- Two (2) sets of plans showing the existing and proposed work (all rooms in structures must be identified).
- Elevation view of any structure.
- Specify materials, if any, used for fire rating (must be flood-proof)
- Structural details including foundation, floor, wall, ceiling, and roof assemblies.
- Anchoring details of foundation, floor, walls, and roof assembly. Building must be designed to resist all loads, including flood, wind, and uplift, during flooding.
- Location of all mechanical systems (boilers, furnaces, air-conditioning, water heaters, pumps, duct work, etc.); all must be above the Design Flood Elevation (DFE). Sunken tubs are prohibited below the DFE.
- All outdoor air-conditioning units, oil, or propane tanks, unless subsurface, must be elevated and anchored above the DFE.
- The enclosed area below the DFE may only be used for storage, parking, access to the home, or non-livable space.
- The finished ground level of an under-floor space such as a crawl space must be equal to or higher than the outside finished ground level.
- All building material used below the DFE must be of flood resistant material.
- Indicate the type of material used for foundation, floor framing, insulation, walls, and floor finishes.
- Structures in VE Zone and Coastal A Zone must be designed and certified by a licensed Professional Engineer or Architect including breakaway walls.
- Decks in a VE Zone and Coastal A Zone may not be lower than the lowest horizontal member of the main structure (if attached to the structure)
- Flood vents shall be provided for enclosed areas below the DFE including for breakaway walls. Flood vents shall have an opening of 1 square inch per every 1 square feet of enclosed area. Each enclosed area shall have a minimum of 2 flood vents. Flood vents must be installed no more than 12 inches above grade.
- Electrical meter: provide a landing with stairs where required by the utility company for reading the meter.
- All proposed development must comply with the applicable FEMA publications and ASCE 24.

## APPENDIX B Other Applicable Permits

All applicable federal, state, and local permits listed below shall be obtained and plans shall reflect compliance with state requirements.

Agency	Permit/Authorization	Regulatory Authority	Description	Links
NJDEP – Division of Land Use Regulation (DLUR)	Freshwater Wetlands Protection Act Permit	Freshwater Wetlands Protection Act (N.J.S.A. 13:9B) and Rules (N.J.A.C. 7:7A)	Regulates activities within jurisdictional wetlands, their transition areas, and State open waters	<a href="https://www.nj.gov/dep/landuse/fww/fww_main.html">https://www.nj.gov/dep/landuse/fww/fww_main.html</a> <a href="https://www.nj.gov/dep/landuse/download/13_9b.pdf">https://www.nj.gov/dep/landuse/download/13_9b.pdf</a> <a href="https://www.nj.gov/dep/rules/rules/njac7_7a.pdf">https://www.nj.gov/dep/rules/rules/njac7_7a.pdf</a>
	*Flood Hazard Area Protection Act Permit	Flood Hazard Area Control Act (N.J.S.A. 58:16A) and Rules (N.J.A.C. 7:13)	Regulates activities within regulated waters, flood hazard areas, and riparian zones.	<a href="https://www.nj.gov/dep/landuse/fha/fha_main.html">https://www.nj.gov/dep/landuse/fha/fha_main.html</a> <a href="https://www.nj.gov/dep/landuse/download/58_16a_50.pdf">https://www.nj.gov/dep/landuse/download/58_16a_50.pdf</a> <a href="https://www.nj.gov/dep/rules/rules/njac7_13.pdf">https://www.nj.gov/dep/rules/rules/njac7_13.pdf</a>
	**Coastal Area Facilities Review Act (CAFRA) Permit	CAFRA (N.J.S.A. 13:19) Coastal Zone Management Rules (N.J.A.C. 7:7)	Regulates activities within the CAFRA zone. Project must demonstrate compliance with the Coastal Zone Management Rules which defines Special Areas of environmental interest and compliance criteria.	<a href="https://www.nj.gov/dep/landuse/coastal/cp_main.html">https://www.nj.gov/dep/landuse/coastal/cp_main.html</a> <a href="https://www.nj.gov/dep/landuse/download/13_19.pdf">https://www.nj.gov/dep/landuse/download/13_19.pdf</a> <a href="https://www.nj.gov/dep/rules/rules/njac7_7.pdf">https://www.nj.gov/dep/rules/rules/njac7_7.pdf</a>
	**Waterfront Development Act Permit	Waterfront Development Act (N.J.S.A. 12:5-3) Coastal Zone Management Rules (N.J.A.C. 7:7)	Regulates activities in the Waterfront area. The Waterfront area is divided into three sections. Details of each section can be found in the Coastal Permit Program Rules at N.J.A.C. 7:7-2.3. As well as all tidal waterways, the waterfront area includes all man-made waterways and lagoons subject to tidal influence found within any three of the geographical areas.	<a href="https://www.nj.gov/dep/landuse/coastal/cp_main.html">https://www.nj.gov/dep/landuse/coastal/cp_main.html</a> <a href="https://www.nj.gov/dep/landuse/download/12_5_3.pdf">https://www.nj.gov/dep/landuse/download/12_5_3.pdf</a> <a href="https://www.nj.gov/dep/rules/rules/njac7_7.pdf">https://www.nj.gov/dep/rules/rules/njac7_7.pdf</a>
	**Coastal Wetlands Act Permit	Wetlands Act of 1970 (N.J.S.A. 13:9A) Coastal Zone Management Rules (N.J.A.C. 7:7)	Regulated activities in delineated and mapped coastal wetlands pursuant to the Wetlands Act of 1970.	<a href="https://www.nj.gov/dep/landuse/coastal/cp_main.html">https://www.nj.gov/dep/landuse/coastal/cp_main.html</a> <a href="https://www.nj.gov/dep/rules/rules/njac7_7.pdf">https://www.nj.gov/dep/rules/rules/njac7_7.pdf</a> <a href="https://www.nj.gov/dep/landuse/download/13_9a.pdf">https://www.nj.gov/dep/landuse/download/13_9a.pdf</a>
	Highlands Preservation Area Approval	Highlands Water Protection and Planning Act (N.J.A.C. 13:20) and Rules (N.J.A.C. 7:38)	Regulates all "major Highlands Developments" as defined by the Highlands Act, in the Preservation Area unless otherwise exempt by the Act. The Highlands Area is located in the northwestern portion of the state.	<a href="https://www.nj.gov/dep/landuse/highlands.html">https://www.nj.gov/dep/landuse/highlands.html</a> <a href="https://www.nj.gov/dep/landuse/download/13_20.pdf">https://www.nj.gov/dep/landuse/download/13_20.pdf</a> <a href="https://www.nj.gov/dep/rules/rules/njac7_38.pdf">https://www.nj.gov/dep/rules/rules/njac7_38.pdf</a>
	Water Quality Certification	Section 401 of the Federal Clean Water Act Freshwater Wetlands Protection Act (N.J.S.A. 13:9B) and Rules (N.J.A.C. 7:7A) Coastal Zone Management Rules (N.J.A.C. 7:7) NJ Water Pollution Control Act (N.J.S.A. 58:10A)	All projects requiring a Federal permit for the discharge of dredged or fill material into State waters and/or their adjacent wetlands also require the State Water Quality Certification which ensures consistency with State water quality standards. This also applies to Waters of the U.S.	None
	Tidelands Instruments	Tidelands Act (N.J.S.A. 12:3)	Tidelands are those lands now or formerly flowed by the mean high tide of a natural waterway. These lands are Stated owned or claimed to be owned. Activates on State owned tidelands requires a tidelands grant, lease or license.	<a href="https://www.nj.gov/dep/landuse/tl_main.html">https://www.nj.gov/dep/landuse/tl_main.html</a> <a href="https://www.nj.gov/dep/landuse/download/12_3.pdf">https://www.nj.gov/dep/landuse/download/12_3.pdf</a>



Agency	Permit/Authorization	Regulatory Authority	Description	Links
NJDEP – Division of Water Quality Bureau of Nonpoint Pollution Control	New Jersey Pollution Discharge Elimination System Construction Activity Stormwater GP	Federal Clean Water Act NJ Pollution Discharge Elimination System Rules (7:14A)	This general permit authorizes point source discharges from certain construction activities resulting in 1 acre or more of ground disturbance. Regulated entities are required to develop a soil erosion and sediment control plan aimed at eliminating the flow of contaminated rainwater into streams and rivers. Soil Erosion and Sediment Control Certification is required to complete the application. Additional "good-housekeeping" requirements are included in the permit. Please note that this permit is in addition to compliance with the Stormwater Management Rules (N.J.A.C. 7:8) discussed above.	<a href="https://www.nj.gov/dep/dwq/5g3.htm">https://www.nj.gov/dep/dwq/5g3.htm</a>
NJ Pinelands Commission	NJ Pinelands Approval	Pinelands Protection Act (N.J.S.A. 13:18A) Pinelands Comprehensive Management Plan (N.J.A.C. 7:50)	Establishes regulations and standards designed to promote orderly development in the Pinelands. Proposed activities within the Pinelands requires review and approval. The Pinelands Capability Map establishes 9 land use management areas with goals, objectives, development intensities, and permitted uses for each.	<a href="https://nj.gov/pinelands/">https://nj.gov/pinelands/</a>
Soil Conservation District	Soil Erosion and Sediment Control Certification	Soil Erosion and Sediment Control Act (Chapter 251, P.L. 1975)	Projects resulting in 5,000 sq ft of ground disturbance or greater must submit a soil erosion and sediment control plan to the appropriate soil conservation district for certification.	<a href="https://www.nj.gov/agriculture/divisions/anr/nrc/njerosion.html">https://www.nj.gov/agriculture/divisions/anr/nrc/njerosion.html</a>
United States Army Corps of Engineers (USACE)	Army Permit	Section 404 of the Federal Clean Water Act  Section 10 of the Rivers and Harbors Act of 1899	Regulates the discharge of dredged or fill material into waters of the United States, including jurisdictional wetlands. Prohibits creation of obstructions to navigable capacity of any of the waters of the United States without prior authorization of the USACE.	<a href="https://www.nap.usace.army.mil/Missions/Regulatory.aspx">https://www.nap.usace.army.mil/Missions/Regulatory.aspx</a> <a href="https://www.nan.usace.army.mil/Missions/Regulatory/">https://www.nan.usace.army.mil/Missions/Regulatory/</a>

\*See FHACA Permits-by-Rule, General Permits-by-Certification, General Permits-by-Category below

\*\*See CZM Permits-by-Rule, General Permits-by-Certification, General Permits-by-Category below

# Little Egg Harbor Township Floodplain Development Permit

## APPLICATION

Application Fee: \$100.00

(check or money order only)

### PART I – GENERAL PROVISIONS - To Be Completed by the Applicant

#### GENERAL INFORMATION – To be read and signed by the Applicant

1. No work of any kind may start in the NJ Flood Hazard Area or FEMA SFHA until all permits, including, but not limited to a floodplain development permit, are issued.
2. This permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until a permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Occupancy is issued.
5. Work must commence within six (6) months of issuance or this permit will expire.
6. The Applicant is hereby informed that other permits may be required to fulfill federal, state, or local regulatory requirements.
7. The Applicant hereby gives consent to the Administrator or his/her representative to make reasonable inspections that are required to verify compliance.
8. The Applicant certifies that **“All statements herein and in attachments to the application are true and accurate to the best of my knowledge.”**

\_\_\_\_\_

Name of Applicant

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

### PART II – PROJECT INFORMATION - To Be Completed by the Applicant

#### PROPERTY OWNER INFORMATION

Name:		Phone Number:	
Address:		Email:	
City:	State:	Zip Code:	

#### ENGINEER INFORMATION / BUILDER INFORMATION

Name:		Phone Number:	
Address:		Email:	
City:	State:	Zip Code:	



**PROJECT OVERVIEW***(Attach survey and construction plan/documents if available)*

Project Address:

Project Description:

Block:

Lot:

**PROJECT TYPE (Check all that apply):***Type of Structure:**Type of Structural Activity:**Other Development Activities:* Residential New Construction Replacement of Mechanicals (HVAC, Water Heater, Etc.) Commercial Addition Excavation Manufactured Home Deck(s) Placement of Fill Material Accessory Structure Rehabilitation/Repair Clearing Recreational Vehicle Relocation/Elevation Grading Detached Garage Roof Replacement Watercourse Alterations  
(incl. dredging/channel modifications) Subdivision  
(New or Expansion) Window Replacement Drainage Improvements (incl. culverts) Agricultural Structure Replacement of  
Cabinets, Plumbing  
Fixtures, Doors,  
Flooring, Etc. Individual Water or Sewer  
System/Services Utility or Miscellaneous  
Group U Structure Other Other (incl. FEMA LOMA, LOMR,  
CLOMR, LOMR-F forms) (Please specify):  
\_\_\_\_\_ Swimming Pool Installation Tank Installation Shed Installation (> 200 SF) Retaining Wall**PART III – REQUIRED DOCUMENTATION - To Be Completed by the Applicant****FLOOD HAZARD AREA CHECKLIST INFORMATION (See Appendix A)****Flood Hazard Area Information Required for Review****Included?**

<p>Provide an estimate of the current assessed value of the property:  Land \$ _____ Structure \$ _____</p> <p>Provide an estimate of the total cost of building improvements using qualified labor and materials obtained at market prices. <i>(Note: Unpaid or discounted labor and materials must be counted at their true market cost per the NFIP.)</i> \$ _____</p>	
Plans – all submitted development plans must include sufficient detail to complete the permit review. <i>See Appendix A for additional information.</i>	
All elevations on the submitted plans shall be in NAVD88.	
Plans showing the location, layout, and elevation of existing and proposed development including parking areas, driveways, drainage, sewer, and water facilities (including connections), fences, signs, and other information necessary for managing the floodplain.	
<b>A Zone Construction</b> – The dimensions, location, and elevation of the lowest floor (including basements) of existing and proposed structures. The elevations shall be in relation to NAVD88.	
<b>For structures in more than one flood zone</b> – the location and identification of all flood zones must be indicated on the survey and the most restrictive design flood elevation shall be used in all development plans.	
<b>For Elevators</b> – plans shall comply with FEMA Technical Bulletin 4 and ASCE 24.	
<b>For Enclosures</b> – Evidence of a <i>Deed Restriction</i> for the structure must be included in the permit application if enclosed space is greater than 6 feet in height as per N.J.A.C. 7:13-12.5(p)6. Local ordinances may also require a Non-Conversion Agreement.	
<b>Elevation Certificates</b> – Partially completed Elevation Certificates are required at foundation completion and prior to inspection. A fully completed elevation certificate must be submitted prior to occupancy.	



# CONSTRUCTION PERMIT APPLICATION

Applicant Completes: Sections I, II, III (optional), IV, VI, and VII

### I. IDENTIFICATION

1. Proposed Work Site at: \_\_\_\_\_

2. Name of Owner in Fee: \_\_\_\_\_ e-mail \_\_\_\_\_

Tel: \_\_\_\_\_

Address \_\_\_\_\_ street \_\_\_\_\_ Public \_\_\_\_\_ Private \_\_\_\_\_ municipality \_\_\_\_\_ zip code \_\_\_\_\_

3. Ownership in Fee: \_\_\_\_\_

4. Principal Contractor: \_\_\_\_\_ Tel. \_\_\_\_\_ e-mail \_\_\_\_\_

Address \_\_\_\_\_

License No. OR, if new home, Builder Reg. No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Home Improvement Contractor Registration No. or Exemption Reason \_\_\_\_\_

Federal Emp. ID No. \_\_\_\_\_ FAX: \_\_\_\_\_

5. Architect or Engineer \_\_\_\_\_ Contact \_\_\_\_\_ e-mail \_\_\_\_\_

Address \_\_\_\_\_ FAX: \_\_\_\_\_

Tel. \_\_\_\_\_

6. Responsible Person in Charge once Work has Begun \_\_\_\_\_ FAX: \_\_\_\_\_

Tel. \_\_\_\_\_

### IIA. PROPOSED WORK

- Minor Work
- Repair
- Asbestos Abat. -Subch. 8
- New Building
- Alteration
- Lead Hazard Abatement
- Addition
- Renovation
- Radon Remediation
- Demolition
- Reconstruction
- Annual Permit

### IIb. SUBCODES

(Check all that apply)

Subcode	Est. Cost	Plans Recd by	Date Recd	Rejection Date	Approval Date	Re-viewer	Approval	Re-viewer
<input type="checkbox"/> Building								
<input type="checkbox"/> Electrical								
<input type="checkbox"/> Plumbing								
<input type="checkbox"/> Fire Protection								
<input type="checkbox"/> Elevator								
TOTAL COST								

### III. PLAN REVIEW (optional)

- DO YOU WANT:
- Partial Releases
  - Prototype Processing

### IV. DOES OR WILL YOUR BUILDING CONTAIN ANY OF THE FOLLOWING?

- Elevators/Escalators/Lifts/
- Dumbwaiters/Moving Walks
- High Pressure Boilers
- Pressure Vessels
- Refrigeration Systems
- Cross-Connections/Backflow Preventers
- Hazardous Uses/Places of Assembly
- Sprinklers/Standpipes
- Smoke Control Systems in Open Wells
- Underground Storage Tanks
- Swimming Pools, Spas and Hot Tubs
- LPGas Tanks
- Fire Alarm Responder Conn System

### V. FEE SUMMARY (for office use only)

1. Building	\$ _____	Update	Update
2. Electrical	\$ _____		
3. Plumbing	\$ _____		
4. Fire Protection	\$ _____		
5. Elevator Devices	\$ _____		
6. Subtotal	\$ _____		
7. Less 20% for State Plan Review	\$ _____		
8. Subtotal	\$ _____		
9. State Permit Surcharge Fee	\$ _____		
10. Subtotal	\$ _____		
11. Cert. of Occupancy	\$ _____		
12. Other	\$ _____		
13. TOTAL	\$ _____		

### VI. BUILDING/SITE CHARACTERISTICS

1. Number of Stories \_\_\_\_\_ (office use only)

2. Height of Structure \_\_\_\_\_ ft.

3. Area — Largest Floor \_\_\_\_\_ sq. ft.

4. New Building Area \_\_\_\_\_ sq. ft.

5. Volume of New Structure \_\_\_\_\_ cu. ft.

6. Max. Live Load \_\_\_\_\_

7. Max. Occupancy Load \_\_\_\_\_

8. If Industrialized Building: State Approved \_\_\_\_\_ HUD \_\_\_\_\_

9. Total Land Area Disturbed \_\_\_\_\_ sq. ft.

10. Flood Hazard Zone \_\_\_\_\_

11. Base Flood Elevation \_\_\_\_\_ ft.

12. Wetlands yes \_\_\_\_\_ no \_\_\_\_\_

### VII. DESCRIPTION OF BUILDING USE

A. RESIDENTIAL (primary use)

1. State Specific Use: \_\_\_\_\_

2. Use Group, Proposed: \_\_\_\_\_

3. Change in Use Group, Indicate Present: \_\_\_\_\_

4. No. of dwelling units: Total Units Income-restricted

Gained, Sale \_\_\_\_\_

Lost, Rental \_\_\_\_\_

Lost, Sale \_\_\_\_\_

Lost, Rental \_\_\_\_\_

B. NON-RESIDENTIAL (primary use)

1. State Specific Use: \_\_\_\_\_

2. Use Group, Proposed: \_\_\_\_\_

3. Change in Use Group, Indicate Present: \_\_\_\_\_

C. MIXED USE -List secondary use(s): \_\_\_\_\_

D. Constr. Classification: Present \_\_\_\_\_ Proposed \_\_\_\_\_



**CERTIFICATION IN LIEU OF OATH**

**I. OWNER SECTION (to be completed if the applicant is the owner in fee)**

I hereby certify that I am the owner in fee of the property listed on Page 1.

Mark the following applicable boxes:

A. ( ) I further certify that a new home (private residence) will be constructed on this property for my own use and occupancy. This dwelling is to be occupied by myself and is not to be used for any purpose other than single family residential use. I attest that all construction, plumbing, or electrical work will be done, in whole or in part, by me or by subcontractors under my supervision, in accordance with all applicable laws; and, I further acknowledge that said new home is not covered under the New Home Warranty and Builders Registration Act (N.J.S.A. 46:3B-1 et seq.) and that such fact shall be disclosed to any person purchasing this property within ten years of the date of issuance of a certificate of occupancy.

I UNDERSTAND THAT IN MARKING BOX A, I ACKNOWLEDGE THAT I AM ASSUMING RESPONSIBILITY FOR THE WORK DONE ON SAID PROPERTY, THE CONDITION OF THE PROPERTY PRIOR TO, DURING, AND AFTER ANY WORK PERFORMED, AND FOR THE PERFORMANCE OF THE SUBCONTRACTORS I HIRE, EMPLOY, OR OTHERWISE CONTRACT OR WITH WHOM I MAKE AGREEMENTS TO PERFORM WORK. I AM VOLUNTARILY AND KNOWINGLY ASSUMING THIS RESPONSIBILITY.

B. ( ) I further certify the following as required by the New Jersey Uniform Construction Code, N.J.A.C. 5:23-2.15(f)1.ix:

I personally prepared the plans submitted for: 1) the new home referred to in A.; or 2) an addition, alteration, renovation, or repair to an existing single family residence owned and occupied by myself and located on the property listed on Page 1; or, 3) a new structure that will be physically separate from, but that will be deemed part of, an existing single family residence that is owned and occupied by myself and located on the property listed on Page 1.

C. ( ) I further certify that I will perform or supervise the following work:

C.1. ( ) Building                      C.2. ( ) Fire Protection

I further certify that I will perform the following work:

C.3. ( ) Electrical                      C.4. ( ) Plumbing

D. ( ) I agree to advise all contractors on this project that they are required to be registered with the New Jersey Division of Taxation and to comply with all New Jersey tax laws.

I further certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(a)5: All required State, county, and local prior approvals, including such certification as the construction official may require, have been given or will be given prior to permit issuance.

I understand that if any of the above statements are willfully false, I am subject to punishment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**II. AGENT SECTION (to be completed if the applicant is not the owner in fee)**

I hereby certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(d): the proposed work is authorized by the owner in fee; and I have been authorized by the owner in fee to make this application as his agent.

I further certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(a)5: All required State, county, and local prior approvals, including such certification as the construction official may require, have been given or will be given prior to permit issuance.

I agree to advise all contractors on this project that they are required to be registered with the New Jersey Division of Taxation and to comply with all New Jersey tax laws.

I understand that if any of the above statements are willfully false, I am subject to punishment.

( ) Check if contractor.

Agent Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Signature \_\_\_\_\_

**III. ( ) LEAD HAZARD ABATEMENT: Include Homeowner or Building Owner Affidavit as per N.J.A.C. 5:23-2.15(b)4.**



ELECTRICAL SUBCODE TECHNICAL SECTION



Date Received
Control #
Date Issued
Permit #

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block Lot Qualification Code
Work Site Location

Owner in Fee:

Tel. ( ) e-mail

Address street municipality zip code

Contractor: Tel. ( )

Address e-mail

Contractor License No. Exp. Date

Home Improvement Contractor Registration No. or Exemption Reason (if applicable):

Federal Emp. ID No. FAX: ( )

B. ELECTRICAL CHARACTERISTICS

Use Group Present Proposed

[ ] Pole/Pad # [ ] Temporary [ ] Other

Building Occupied as Utility Co.

Est. Cost of Elec. Work \$

Table with columns: JOB SUMMARY (Office Use Only), PLAN REVIEW, INSPECTIONS, Dates (Month/Day). Includes rows for No Plans Required, Electric Plans Approved, and various inspection types like Barrier-Free, Trench, Temp. Serv., etc.

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on this application.

Applicant sign/Contractor sign and seal here:

Print name here:

[ ] Licensed Elec. Contractor [ ] Certif'd Landscape Irrigation Cont'r [ ] Exempt Applicant

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK:

Table with columns: QTY., SIZE, ITEMS, FEE (Office Use Only). Lists items like Lighting Fixtures, Receptacles, Switches, Detectors, Light Poles, Motors—Fract. HP, Emergency & Exit Lights, Communications Points, Alarm Devices/F.A.C. Panel, and various electrical units.

Administrative Surcharge \$
Minimum Fee \$
State Permit Surcharge Fee \$
TOTAL FEE \$



**MECHANICAL INSPECTION  
TECHNICAL SECTION**



Date Received  
Control #

Date Issued  
Permit #

**A. IDENTIFICATION—APPLICANT:** COMPLETE ALL APPLICABLE INFORMATION, WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block \_\_\_\_\_ Lot \_\_\_\_\_ Qualification Code \_\_\_\_\_  
Work Site Location \_\_\_\_\_

Owner in Fee: \_\_\_\_\_

Tel. \_\_\_\_\_ e-mail \_\_\_\_\_

Address \_\_\_\_\_  
street municipality zip code

Contractor: \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_ e-mail \_\_\_\_\_

Contractor License No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Home Improvement Contractor Registration No. or Exemption Reason \_\_\_\_\_

Federal Emp. ID No. \_\_\_\_\_ FAX: \_\_\_\_\_

**B. MECHANICAL CHARACTERISTICS**

Use Group Present R-3-or R-5

Heating System work:  New OR  Modification to Existing OR  Conversion OR  Replacement

Type:  Hydronic  Hot Air

Fuel Type:  Gas  Oil  Electric  Solar  Other \_\_\_\_\_

Estimated Cost of Mechanical Work \$ \_\_\_\_\_

JOB SUMMARY (Office Use Only)					
PLAN REVIEW	INSPECTIONS	DATES			
<input type="checkbox"/> No Plans Required	Type:	Failure	Failure	Approval	Initial
<input type="checkbox"/> Mechanical Plans Approved	Gas Piping	_____	_____	_____	_____
Date: _____ Approved by: _____	Appliance	_____	_____	_____	_____
Joint Plan Review Required:	Chimney/Vent	_____	_____	_____	_____
<input type="checkbox"/> Bldg. <input type="checkbox"/> Elec. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire.	Oil Piping	_____	_____	_____	_____
<input type="checkbox"/> Elev.	Oil Tank	_____	_____	_____	_____
SUBCODE APPROVAL for PERMIT	LPG Tank	_____	_____	_____	_____
Date: _____	Hydronic Piping	_____	_____	_____	_____
Approved by: _____	Fireplace	_____	_____	_____	_____
SUBCODE APPROVAL for CERTIFICATE	Chimney Cert.	_____	_____	_____	_____
<input type="checkbox"/> CA <input type="checkbox"/> CCO	Other _____	_____	_____	_____	_____
Date: _____					
Approved by: _____					

**C. CERTIFICATION IN LIEU OF OATH**

I hereby certify that I am the (agent of) owner of record and am authorized to make this application.

Applicant sign/Contractor sign and seal here: \_\_\_\_\_

Print name here: \_\_\_\_\_

Licensed Contractor

Exempt Applicant

**D. TECHNICAL SITE DATA**

DESCRIPTION OF WORK

NO.	FIXTURE/EQUIPMENT	FEE (Office Use Only)
_____	Water Heater	\$ _____
_____	Fuel Oil Piping Connections	_____
_____	Gas Piping Connections	_____
_____	Steam Boiler	_____
_____	Hot Water Boiler	_____
_____	Hot Air Furnace	_____
_____	Oil Tank	_____
_____	LPG Tank	_____
_____	Fireplace	_____
_____	Generator	_____
_____	Other	_____
Administrative Surcharge \$		_____
Minimum Fee \$		_____
State Permit Surcharge Fee \$		_____
<b>TOTAL FEE \$</b>		_____





# CHIMNEY VERIFICATION FOR REPLACEMENT OF FUEL-FIRED EQUIPMENT

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ QUALIFICATION CODE \_\_\_\_\_ PERMIT # \_\_\_\_\_

WORK SITE ADDRESS \_\_\_\_\_

Owner in Fee \_\_\_\_\_

Verifying Individual \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Tel: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

### Check the Appropriate Box(es):

#### Type of Replacement:

- Oil to Gas Conversion
- Gas to Oil Conversion
- Gas Appliance Replacement
- Oil to Oil Replacement
- Other \_\_\_\_\_

#### Existing Vent/Chimney:

- "B" Label Vent
- "L" Label Vent
- Flexible Liner
- Power Vent/Exhauster

#### Size \_\_\_\_\_

- Chimney-Interior
- Chimney-Exterior
- Masonry Chimney-Tile Lined
- Masonry Chimney-Unlined
- Other \_\_\_\_\_

Type	Fuel Type	BTU Rating (input/hour)
Appliance 1: _____	Oil / Gas / Other: _____	_____
Appliance 2: _____	Oil / Gas / Other: _____	_____
Appliance 3: _____	Oil / Gas / Other: _____	_____

### CHIMNEY LINER

*If a chimney liner is being installed, all documentation on the liner must accompany the Permit application.*

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ UL Listing: \_\_\_\_\_

Material of Liner: Stainless Steel \_\_\_\_\_ Aluminum \_\_\_\_\_

Size of Appliance Vent: \_\_\_\_\_ Size of Liner: \_\_\_\_\_ Height of Chimney: \_\_\_\_\_

Length of Connector: \_\_\_\_\_ Vent Connector Rise: \_\_\_\_\_

How does the appliance vent?  Natural Draft  Fan-assisted  Other: \_\_\_\_\_

### PLEASE SIGN ONE OF THE FOLLOWING VERIFICATION STATEMENTS

#### For Oil or Coal to Gas Conversions:

I have verified that the chimney/vent is in good repair and clear of obstruction and is substantially clean of residue from its previous use serving an oil or coal appliance. I have verified that the chimney/vent is appropriately lined and sized for the appliance(s) being installed.

\_\_\_\_\_  
Signature Date

#### Oil to Oil or Gas to Gas Replacements or New/Additional Appliances:

I have verified that the existing chimney/vent is in good repair and clear of obstruction. I have verified that the existing chimney/vent is appropriately lined and sized for the appliance(s) being installed and/or remaining.

\_\_\_\_\_  
Signature Date

#### Direct Vent Appliance:

I hereby verify that the appliance(s) being installed is a direct vent appliance. I further verify that the existing chimney/vent is appropriately lined and sized for any remaining appliances.

\_\_\_\_\_  
Signature Date

#### Verification Not Submitted:

I choose not to submit verification. I understand that I will be required to be present for the inspection to remove and reinstall the chimney vent connector.

\_\_\_\_\_  
Signature Date

FOR MINOR AND EMERGENCY WORK, THIS FORM MUST BE PROVIDED WITH YOUR PERMIT APPLICATION. FOR ALL OTHER WORK, THIS FORM MUST BE PRESENTED TO THE CODE OFFICIAL PRIOR TO FINAL INSPECTION.

*All applicable information requested on this form must be supplied.  
This form may not be submitted by a homeowner in lieu of the required inspection.*