

## Application Checklist

### New Construction

- Pinelands approval
- State well permit or payment of hookup fee for Town water.
- Septic approval from County Board of Health Or payment of hookup fee for Town sewer
- 2 complete sets of plans
- Completed permit applications
- Completed zoning application
- Survey plan showing location of building(s) and grading (see attached, if applicable)
- Fireplace specs. (if applicable)
- Truss cert. (if applicable)
- Energy code calculations
- Plumbing schematic including gas piping diagram
- Framing checklist
- Specs on heater and air conditioner
- Preliminary grading approval from Town engineer, if applicable
- \*IN ADDITION TO THE ABOVE, THE FOLLOWING ITEMS ARE REQUIRED FOR COMMERCIAL APPLICATIONS\***
- Planning/Zoning Board approval
- Posting of bond or letter of credit
- Letter of no call up from Pinelands Comm.
- Approval letter from Town Engineer's Office
- County Planning and/or State DOT approval, If applicable
- Escrow account and/or rec. fees up to date
- Foundation location survey
- Installation of sidewalk or approved waiver
- Coah fee

### Additions/Accessory Buildings

- 2 complete sets of plans, including electric & Plumbing layouts
- Completed permit applications
- Completed zoning application
- Survey plan showing location of addition or Structure (and grading, if applicable, see attached)
- Framing checklist
- Specs on heaters and air cond, if applicable
- \*Sheds 200 s.q. or less require only zoning permit Survey plan showing location of same is needed\***
- Coah for additions

### Decks

- Completes permit application
- 2 sets of detailed plans (Including side & overview, plans must show all sizing and measurements)
- Completed zoning application
- Survey plan showing location of deck

### Fences

- Completed zoning permit
- Survey plan showing location of fence and height of same  
\*if fence is around a pool, a building permit is also required\*

### Pools

- Plumbing permit is needed if bottom suction drains are installed
- Completed permit & zoning apps
- Survey plan showing location of pool and fence
- Specs on pool & filter motor (and heater, if applicable)
- Signed cert. that pool will not be used until final inspection is approved.

### Requirements for Cert of Occupancy

- Final Survey and/or grading plan
- Final well & septic approval
- Approved water test from County
- Application for CO
- Homeowners warranty (residential)
- Approval of final inspections
- Final grading approval from the Town engineer, if applicable
- Curb and sidewalk placement, if applicable
- Final site inspection approval from Town Engineer & letter Reflecting same (commercial)
- Business registration from Town Clerk's office (comm.)

**\*FINAL CO WILL NOT BE ISSUED WITHOUT THE ABOVE**

**\*An application to Cape Atlantic Soil Conservation District may be required, please see attached info \***

**\*Payment of non-residential development fee is required (determined by Tax Assessor) for all new commercial construction. Application must be submitted when filing for building permit – see attached.**