



City of Sea Isle City

MUNICIPAL SERVICES - 2ND FLOOR

233 JOHN F. KENNEDY BLVD.

SEA ISLE CITY, NJ 08243

609-263-4461

Applicants/Contractors: Please make sure the following items are in the construction permit application. **(Two family dwelling units or greater require separate applications)**

1. State contractor's license for building new construction
2. Application for development permit filled out
3. Plumbing risers signed, dated and sealed by licensed N.J. plumber
4. Vinyl railing, air conditioner, furnace and fireplace manufacturer specifications.
5. List of sub-contractors filled out and any other paperwork that requires a signature by the applicant.
6. Fill out dumpster application
7. Are all technical sections signed and completely filled out? Are the plumbing and electric technical sections signed and sealed? Two fire protection technical sections are required, one from the electrician for the smoke detectors & CO detectors, the other from the HVAC contractor showing the number of fuel-fired appliances.
8. Include the full Rescheck Compliance Certificate for the N.J. Energy Code
9. Two signed and sealed plans from the architect
10. The h.v.a.c. locations, ductwork sizing & layout must be on both sets of blueprints. Also the exhaust vents must be shown for the water heater and h.v.a.c. locations and the condensing unit location.
11. Submit demolition and asbestos removal applications (if applicable)
12. CAFRA permit (if applicable)
13. Engineer's soil certification stating that pilings are not required **or** a letter from the contractor stating that pilings will be installed.
14. Letter from portable toilet company stating that arrangements have been made to have a portable toilet at job site prior to work beginning.

15. County Road Opening Permit (if new curb cut on Landis Ave., East Landis Ave. or JFK Blvd)
16. Soil Conservation permit for duplexes or single family homes being built on 5,000 s.f. lot or larger lots.
17. Zoning Board/Planning Board resolutions, proof subdivision was filed with County Clerk's office, proof performance guarantees, inspections fees were paid/posted (if applicable)
18. Apply for Home Owner Warranty (unless property is a single family home built by homeowner for use by homeowner)
19. Strapping & framing checklist to be turned in with the strapping and framing inspection requests.
20. Complete application for Landscaping permit
21. As of 1/1/09 water & sewer connection fees **must be paid before permit(s) will be issued.** Contact the utility collection Dep't. at City Hall 263-4461 extension 2.
22. A separate survey showing proposed building with a zoning and landscaping schedule.
23. Please write the estimated cost for decks on each application folder.
24. For new construction on bay lots – submit a signed & sealed engineer's bulkhead certification
25. For new construction with a prototype plan submission – a signed & sealed prototype release agreement from the architect is needed

"application guideline"