

**JACKSON TOWNSHIP  
DEPARTMENT OF COMMUNITY DEVELOPMENT & ENFORCEMENT  
DIVISION OF CONSTRUCTION INSPECTIONS**

**LOCATION: 65 DON CONNOR BLVD.**

**MAILING ADDRESS: 95 WEST VETERANS HWY.  
JACKSON NEW JERSEY, 08527**

**TEL. 732-928-1200 EXT. 1205**

**FAX 732-928-7861**

**[buildingdept@jacksontwpnj.net](mailto:buildingdept@jacksontwpnj.net)**

**SINGLE FAMILY NEW CONSTRUCTION**

**APPLICATION CHECK LIST**

**PRIOR APPROVALS**

- [ ] 01. Fresh Water Wetlands, Builders Responsibility; contact the Department of Environmental Protection.
  - a. Letter of Determination.
  - b. Engineer's Certification.
- [ ] 02. Ocean county Board of Health approval, if applicable.
  - a. Septic System, D.C.A. Bulletin 96-3 / prior approval for septic.
  - b. Well.
- [ ] 03. Jackson Township Municipal Utility Authority approval, if applicable.
  - a. City Water
  - b. City Sewer.
- [ ] 04. State of New Jersey, Pinelands Commission, if applicable.
  - a. Letter of Determination
  - b. Engineer's Certification
- [ ] 05. Township of Jackson, Zoning Officer
  - a. Zoning Permit Approval.
- [ ] 06. Township of Jackson, Tree Forester
  - a. Tree Removal Permit
- [ ] 07. Ocean County Soils Conservation, County Erosion Control Specialist approval, if applicable.
  - a. Soil Erosion Plan for disturbing more than 5,000 square feet of soil.
  - b. Preliminary
  - c. Final

- [ ] 08. Proof of Ownership
- [ ] 09. Approved Engineering Application

- a. Application and Payment made to the Township Zoning Office.
- b. Review and approval by the Appointed Engineering Firm.

Fees:

- 1. Preliminary Engineering - \$125.00
- 2. Foundation/As-Built - \$ 10.00
- 3. Final Engineering - \$150.00

- [ ] 10. Development Fee, determined by Zoning Office, if applicable.
  - a. Development Fee Form or,
  - b. C.O.H.A. Fee For.
- [ ] 11. Two (2) sets of Architecturally Sealed Plans of the Currently Adopted New Jersey, International Residential Code.
  - a. Requesting a partial release for a footing and foundation permit requires three sets of Architecturally Sealed Plans,
- [ ] 12. Energy Sheet and Calculations, if not included on the architectural plans.
  - a. Two (2) sets shall be Referencing N.J.A.C. 5:23-2.15(f)1.vi, 2.18(b) and 3.18.
- [ ] 13. Two (2) sets of the Plumbing and Gas Riser Diagrams shall be submitted, if not included on the architectural plans.
- [ ] 14. Two (2) sets of the Electrical Layout Diagram shall be submitted, if not included on the architectural plans.
- [ ] 15. Licensed Contractors.
  - a. Electrical Contractor
  - b. Fire Contractor [Special Alarms & Sprinklers]
  - c. Plumbing Contractor
- [ ] 16. HVAC Equipment Specifications. Two (2) sets per different device and letter from the builder or architect giving the size of the heating appliance with a diagram of the duct work and flow rate shown.
- [ ] 17. Additional Equipment being installed. Two (2) sets of drawings and specifications for each item:
  - a. Fireplace
  - b. Decks
  - c. Wood & Pellet Stoves
  - d. Elevator
  - e. Central Station Alarms
  - f. Generators
  - g. Vacuum Systems
  - h. Fire Sprinkler Systems
  - i. Solar Heating/Electrical Systems

- [ ] 18. Warranty Affidavit & Copy of Builders License and, the Inside Bottom of the U.C.C. Approved Permit Jacket [F-100-1] signed by the building Contractor. If owner of the property is building his/her own home, the signature would be by the owner on the inside top are of the Jacket.
- [ ] 19. Adopted Building Codes. [Refer to State Website for Year Adopted or ask a Building Department Representative]
  - a. N.J. Edition of the International Building Code. [Commercial Structures]
  - b. N.J. Edition of the International Residential Code. [Residential Structures]
  - c. National Electrical Code.
  - d. National Plumbing Code.
  - e. International Energy Conservation Code. [Residential Structures] and,
  - f. ASHRAE 90. 1-
  - g. International Mechanical Code
  - h. International Fuel Gas Code
  - i. Rehabilitation Subcode 5:23-6
  - j. Barrier-Free Subcode 5:23-7
- [ ] 20. First Time Proto Applications.
  - a. One set of structural drawings is required for the Tax Assessor's Office.

## **OUTSIDE AGENCY CONTACT LIST**

### **A. Fresh Water Wetlands Act [N.J.S.A. 13:9B et. seq.]**

Land Use Regulations Program  
Environmental Regulations  
C.N. 401 Station Plaza 5  
501 East State Street  
Trenton, NJ 08625-0401  
(609) 292-1235 or (609) 777-0463

Department of Environmental Protection  
Land Use Regulations Program  
401 East State Street  
Trenton, NJ 08625  
Re: Wetlands  
(609) 292-0060

### **B. Shade Tree Commission**

Township of Jackson  
Shade Tree Commission  
Office of the Forester  
Mail: 95 W. Veterans Hwy.  
Location: 65 Don Connor Blvd.  
Jackson, NJ 08527  
(732) 928-1200 x1241

CME Associates  
Attn: Ron Dollman  
1460 Rt. 9 South  
Howell, NJ 07731  
[rdollman@usa1.com](mailto:rdollman@usa1.com)

Preliminary & Final Approval

### **C. Ocean County Soils**

Ocean County Soils  
Conservation District  
Attn: Kerry Jennings, CPESC  
714 Lacey Road  
Forked River, NJ 08731  
(609) 971-7002

Preliminary & Final Approval

### **D. Township Engineer**

T & M Associates  
Charlie Rooney, P.E.  
Ray Savacool, P.E.  
201 Hooper Avenue  
Toms River, NJ 08752  
(732) 473-3400

Preliminary, As-Built & Final Approval

**E. Health Department**

Ocean County Health Department  
175 Sunset Avenue  
P.O. Box 2191  
Toms River, NJ 08754  
(732) 341-9700  
(800) 342-9738

Preliminary & Final Well & Septic

**G. Municipal Utilities**

Jackson Township  
Municipal Utilities Authority  
102 Manhattan Street  
Jackson, N.J. 08527  
(732) 928-2222

Preliminary & Final Water & Sewer

**H. Pinelands**

State of New Jersey  
Pineland Commission  
P.O. Box 7  
New Lisbon, NJ 08064  
(609) 894-7300  
[www.nj.gov/pinelands/info@njpines.state.nj.us](http://www.nj.gov/pinelands/info@njpines.state.nj.us)

Preliminary & Final

**I. Fire Prevention Bureau**

Sub-Divisions / Developments – Preliminary & Final

Bureau of Fire Prevention  
Fire District #1, #2 & #3  
Frank McDonald, Fire Official  
200 Kierch Memorial Drive  
Jackson, N.J. 08527

Bureau of Fire Prevention  
Fire District #4  
John Burmeister, Fire Official  
465-A North County Line Road  
Jackson, N.J. 08527

**J. Code Information**

N.J. Department of Community Affairs  
Uniform Construction Code U.C.C.  
101 South Broad Street  
P.O. Box 818  
Trenton, N.J. 08625-0818  
(609) 984-7768  
[www.nj.gov/dca/codes](http://www.nj.gov/dca/codes)

**K. Code Books**

- a. International Code Council – 1-888-422-7233
- b. N.F.P.A – 1-800-344-3555

## **REQUIRED INSPECTIONS**

Upon being issued a permit for construction you are required to post the **BLOCK & LOT** legibly, with weatherproof markings and post the same in a visible location from the roadway. The posting of the block and lot shall be permanent posting until construction is completed. **NO INSPECTIONS** will be performed unless the property is posted for identification.

When calling for inspections or for an inquiry, the permit number is required and the block and lot may be requested. Have them ready when scheduling an inspection or requesting information.

### **Did You Call for a Mark Out prior to digging?**

01. Footing.
02. Foundation. [An AS-BUILT approval is required before this department will schedule a foundation inspection. All walls must be up to grade for the foundation inspection].
03. Open Deck [All crawl spaces require this inspection].
04. Structural Slab.
05. Rough Electric.
06. Rough Fire [smoke detector locations, fireplaces and flues]. **To be scheduled at the same time as Rough Electric or Rough Plumbing.**
07. Rough Plumbing [to include septic/sewer & water connection].
08. N.J.A.C. 5:23-2.18(b)(2)iv.(1)(A) The Framing Inspection shall include structural framing, connections, wall and roof sheathing. This will take place after the rough electrical and plumbing inspections and after the installation of the heating, ventilation and/or air conditioning duct systems.
09. Truss Inspections. For buildings containing roof or other truss systems, a truss system and permanent truss bracing inspection shall be performed prior to the installation of any interior roof truss covering material. Where the truss design utilizes the interior finish as bracing for the bottom cord, that portion of the bracing shall be part of the final inspection and shall be in addition to the components of the final inspection

10. Prior to inspection, the responsible person in charge of work shall provide to the building inspector a signed framing checklist (Form F390) to be verified and initialed by the inspector and then made part of the permit file for buildings of Type V construction.
11. Insulation. The insulation inspection shall be performed after all other Subcode rough inspections and prior to the installation of any interior finish material.
12. Final Inspections.
  - a. Building
  - b. Electric
  - c. Fire
  - d. Plumbing
  - e. Other & Special Inspections [special inspections may be required as designated].

For further clarification of Section 5:18-2.18 Inspections; See attached copy of Uniform Construction Code, pages 23-24.11 and 23-24-12.