

**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)**

**COMMERCIAL 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.
  - c. Retail food vendors, approve kitchen plans required.
  - d. Copy of Retail Food Inspection [supplied before certificate of occupancy is issued]
  - e. Commercial pools, approved plans required.
- [ ] 03. State Department of Health [warehouse or manufacturer of foods]
  - a. Copy of Wholesale Food Inspections [supplied before certificate of occupancy is issued].
- [ ] 04. Township of Jackson, Township Clerk
  - a. Copy of Food Vendor's License [supplied before certificate of occupancy is issued].
- [ ] 05. Jackson Township Municipal Utility Authority approval, if applicable.
  - a. Statement of Utility Services, if available.
  - b. Letter of approval for the connection of city water and sewer, if available.
  - c. Certification of compliance to be submitted before the certificate of occupancy is issued.
- [ ] 06. State of New Jersey, Pinelands Commission, if applicable.
  - a. Letter of Determination
  - b. Engineer's Certification



- [ ] 17. Licensed Contractors [copy of licenses to be provided]
  - a. Building Contractor
  - b. Electrical Contractor
  - c. Fire Contractor [Special Alarms & Sprinklers]
  - d. Plumbing Contractor
- [ ] 18. 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.
- [ ] 19. Two (2) sets of drawings and specifications for all mechanical devices and systems.
  - 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
- [ ] 20. Two (2) sets of truss drawings and letter of certification with signature and raised seal.
- [ ] 21. 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
- [ ] 22. Copy of the Site Plan approved by the responsible Fire District. Fire Official.
- [ ] 23. Department of Community Affairs. This agency shall be the sole-enforcing agency for the following plan review and inspections as adopted in the Uniform Construction Code.
  - a. Amusement Rides.
  - b. Ski Lifts.
  - c. Billboards located on land owned or controlled by any state, county or local department, agency, board, commission, authority, or instrumentality.
  - d. Liquefied petroleum gas installations, except vapor delivery installations utilizing containers with an aggregate water capacity of 2,000 gallons or less, which jurisdiction is retained by the municipal enforcing agency.

## **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.

01. Call for Mark Out prior to digging.
02. Footing.
03. 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].
04. Open Deck [All crawl spaces require this inspection].
05. Floor Joist or Structural Slab.
06. Sheathing for all wood frame construction.
07. Rough Electric.
08. Rough Fire [smoke detector locations, fireplaces and flues].
09. Rough Plumbing [ to include septic/sewer & water connection].
10. Framing [framing checklist must be completed and signed by the responsible person in charge as listed on Form F-100 and turned over to the inspector for each frame inspection conducted.
11. Insulation.
12. Final Inspections.
  - a. Building
  - b. Electric
  - c. Fire
  - d. Plumbing
  - e. Other & Special Inspections [special inspections may be required as designated].