

# DEMO CHECKLIST

BOROUGH HALL,  
201 EAST MAIN STREET

Incorporated December 30, 1887

732-223-0544  
Fax 732-223-1300

GEORGE R. DEMPSEY, JR.  
Mayor

CONSTRUCTION DEPARTMENT

FRANK F. DIROMA  
Supervisor of Code Enforcement

JOSEPH R. DEIORIO  
Municipal Administrator/  
Chief Financial Officer

**BOROUGH OF MANASQUAN**  
COUNTY OF MONMOUTH  
NEW JERSEY 08736

ALBERT "SANDY" RATZ  
Construction Official

## DEMO CHECKLIST 1/8/14

### **FOLLOWING ITEMS ARE REQUIRED PRIOR TO THE ISSUANCE OF A DEMO PERMIT**

- Letter from JCP&L that electric has been disconnected & JCP&L has their Metering equipment back.
- Letter from NJ Natural Gas Co. that gas has been disconnected and NJ Natural Gas has their metering equipment back.
- Letter from Dept. of Public Works that they have shut off water service and have removed their metering equipment.
- Letter from Telephone company & Cable co. that the property has been disconnected.
- Proof that water and sewer lines have been disconnected and capped.
- Letter from an Asbestos Abatement firm that there is no asbestos in or on the structure
- Copy of NJ Registration Certificate showing the license / registration # & exp. date
- Certification or exemption letter from the Freehold Soil Conservation District (732 683-8500) for properties of 5,000 square feet or more.
- A copy of Letter to adjoining property owners that structures are going to be demolished
- Plan to show existing trees on property and width of trunks. May be hand drawn. Note any trees to be removed for Shade Tree Commission.
- Recycling Tonnage Report with a \$50.00 separate check made payable to the Borough of Manasquan. The First report will be an estimated amount. Please Write "Recycling Tonnage Report" in memo portion of the check.  
A second report must follow with the actual tonnage amounts.
- After all of the above is secured, you have the **option** to offer the structure for "Fire Training" Please call Ed Hill, Fire Chief (732) 614-0190 for more information.
- **WATER / SEWER CHECKLIST**
- Turn water off at the street, required form is included with this packet.
- Drain the house
- Disconnect water meter and outside remote sensor
- Cut & Cap the water & sewer lines, While the Ditch is still OPEN, call the DPW at 732 223-0369 for the Required Inspection. **(NO INSPECTION=NO DISCONNECT LETTER)**
- Turn water meter & remote over to the DPW Inspector or you may turn it in to the Billing Office at Borough Hall **(NO METER = NO LETTER)**
- The DPW will issue a report to the water/sewer collector, who will then issue your Disconnect letter. The letter will be held at the Tax Office window for pickup.