

HOUSE RAISING 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

BOROUGH OF MANASQUAN

FRANK F. DIROMA
Supervisor of Code Enforcement

JOSEPH R. DEIORIO
Municipal Administrator/
Chief Financial Officer

COUNTY OF MONMOUTH

NEW JERSEY 08736

ALBERT "SANDY" RATZ
Construction Official

HOUSE RAISING CHECKLIST 12/24/13

ZONING

- 1) ZONING APPLICATION (completely filled out)
- 2) SURVEY (2) COPIES
- 3) IF USING EXISTING FOUNDATION, ENGINEERS CERTIFICATION LETTER WILL BE REQUIRED 2 COPIES
- 4) IF NEW FOUNDATION, ARCHITECTS PLAN REQUIRED 2 COPIES
- 5) FLOOD CERTIFICATE or SURVEYOR'S LETTER INDICATING FINISH FLOOR ELEV.
- 6) WHEN HOME IS COMPLETED A BUILDING HEIGHT CERTIFICATION WILL BE REQUIRED AFTER CONSTRUCTION BY LIC. SURVEYOR FOR A CERT. OF OCCUPANCY

BUILDING

- 1) ZONING APPROVAL
- 2) LETTERS OF DISCONNECT FROM UTILITY COMPANIES
GAS, ELECTRIC, TELEPHONE AND CABLE
- 3) BUILDING PERMITS FULLY FILLED OUT.
- 4) COPY OF BUILDERS REGISTRATION
- 5) LETTERS OF DISCONNECT FROM WATER/SEWER DEPT.
 - a) Turn water off at the street. Form is included with this packet
 - b) Drain the house, you may keep the water meter if your renovations will take less than 2 wks.
 - c) Cut & Cap the water & sewer lines, IMMEDIATELY CALL 732- 223-0369 (DPW) for an INSPECTION. (NO INSPECTION = NO LETTER OF DISCONNECT)
You may hand in the water meter at this time if your renovations will take longer than 2 wks.
 - d) 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
 - e) Upon completion you must re-connect your outside remote sensor and ensure that it is located in an area that is accessible to the water/sewer department