



Borough of Longport

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Longport Construction Permit Application Checklist.

- Floodplain Development Permit.
- Permit Jacket front (sections I, IIa, IIb, IV, VI VII) and inside **fully** filled out and signed by the appropriate person.
- Soil Boring Analysis if deep driven foundation is not required.
- 2 full sets of detailed building plans signed and sealed. *
- All Technical sections A, B, C, D **fully** filled out, signed and sealed by licensed contractors per trade. Exempt applicant and or Certified contractor if applicable.
- Copy of HIC Registration, HEC Registration, New Home Builders Registration, NJ Certification, NJ License as it pertains to the type of work being done.
- Manuals J, S, D, for HVAC.
- HVAC contractor's acknowledgement that no framing cavities will be used as ducts or plenums, all duct work to be sealed, and all duct work in unconditioned areas to be insulated to min R8. Signed and sealed.
- Duct work layout showing sizes, cfm's and material. Include location of duct work, R-value, and if located below the DFE how the duct work will be protected from flood waters entering and flood loads.
- Signed and Sealed TJI or Truss drawings. Architect may submit sealed letter that TJI drawings are compatible with design.
- Plumbing risers for Gas, Water and DWV. Risers to show pipe material, all fixtures served, pipe sizes, (also pipe length and btu for gas). All risers to be signed and sealed.
- Electrical panel schedule, include surge protector. Electrical load calculations. Full Electrical Plans.
- Electrical Service details include grounding electrode system and surge protection (if installed at exterior).
- RES Check, COM Check for Commercial (signed and sealed), or other method from Bulletin 22-1 NJ UCC.
- Spec sheets for all HVAC equipment, Water Heaters, Generator, BBQ (built in), Fireplaces. Spec sheet for Fire/Ceiling radiation dampers (if necessary, per construction type), Make up air compliance info (kitchen exhaust over 400 cfm). For items that require clearances from combustibles and openings into dwellings, submit those specs also, and show clearances on the building plans.
- Pools/spas/hot tubs: spec sheets for all equipment and drains. Signed and sealed drawings (if piling foundation with grade beam, this shall show on drawings). Bonding details per NEC. Gas riser.
- Fire Protection systems, spec sheets for all devices/equipment, plan showing location of all devices/equipment and calculations.
- Home Elevation, submit all utility disconnect letters. Electric clearance letter. Certificate of Insurance.
- Home Demolition, include demolition permit application checklist with necessary items.
- Electrical Bonding and Grounding certificate for pools, spa and hot tub (Other than 1 & 2 family dwellings). For Annual Electrical Certificate of Compliance.
- Once final set of building plans are reviewed for release, and the permit is ready to be issued, email a PDF copy of the building plans to the Building Department.

(Over)

Technical Sections needed.

- Building** (1 from Builder for project, 1 from HVAC contractor for Ductwork).
- Fire** (1 from Electrician for smoke alarms or fire alarm system, include generator if this will be installed, 1 from Plumber for Water Heaters, 1 from HVAC for Heating systems and other fuel fired appliances that require venting or exhaust, 1 from Fireplace installing contractor. 1 from Fire Alarm, and, or Fire Sprinkler contractor if applicable).
- Plumbing** (1 from Plumber for all Fixtures/equipment/gas lines, 1 from HVAC for number of HVAC cooling systems installed). Note: If HVAC contractor is installing gas lines, then separate Plumbing Tec to be submitted signed and sealed by HVAC contractor.
- Electric** (1 from Electrician for all electrical work).
- Mechanical (only use for existing R3 and R5 dwellings) Note: used for any fuel fired appliances, cooling equipment/system, new ductwork, oil piping, gas lines, and chimney liners.**
New Homes and Additions will submit the above tecs for Building, Fire, Plumbing and Electric.
Other projects, submit the above tecs for the work being done per that trade.

Pool/Spa/Hot Tub Permit Technical Sections needed

- Building** (1 from contractor for pool/spa/hot tub, 1 from barrier installing contractor).
 - Fire** (1 from installing contractor of heater). Note: existing home use Mechanical Tec.
 - Plumbing** (1 from contractor installing drains, 1 from contractor installing gas line to heater. Plumber or HVAC contractor). Note: existing home use Mechanical for gas line work.
 - Electrical** (1 from contractor for electrical items).
 - Mechanical (only use for existing R3 and R5 dwellings) Note: used for any fuel fired appliance and gas lines.**
- When submitting a permit for other than a new home, or addition, submit items from the list above that closely match the work being done.
 - Combi Boilers may need Tecs submitted by both HVAC (heating side) and Plumbing (domestic water side) contractors, check with the Building Department.
 - There may be other items that need to be submitted based on the nature or scope of the project.
 - Some check list items above may already be included on the building plans.

*The construction official shall waive the requirement for sealed plans in the case of a single family home owner who had prepared his or her own plans for the construction, addition, reconstruction, alteration, renovation or repair of a detached structure used or intended to be used exclusively as his or her private residence providing that the owner shall submit an affidavit attesting to the fact that he or she has personally prepared the plans and provided further that said plans are in the opinion of the construction official, and appropriate subcode official, legible and complete for the purposes of ensuring compliance with the regulations.

**Check with the Building Department if you are a homeowner that plans to do all, or some of the work.