



TOWNSHIP of HOWELL

251 Preventorium Road
Post Office Box 580
Howell, New Jersey 07731-0580

(732) 938-4500
FAX (732) 938-6492
www.twp.howell.nj.us

GUIDELINES FOR PLAN REVIEW / INSPECTIONS FOR ADDITIONS

- ❑ Prior Approval Form from Land Use.
- ❑ The front of the UCC Construction Permit Application (manila folder) Sections I, II, III (optional), IV, VI, and VII shall be filled out completely.
- ❑ The inside section of the UCC Construction Permit Application (manila folder) shall be signed by the homeowner or contractor, whoever will assume responsibility for the work done.
- ❑ The small white UCC Construction Permit shall be completely filled out.
NOTE: The “Estimate Cost of Work” shall be the total of all the subcode tech sections “est. cost of work” added together.
- ❑ All appropriate Subcode Tech Sections shall be completely filled out and signed by the homeowner or licensed contractor (if applicable).

BUILDING REQUIREMENTS:

- ❑ Building Subcode Technical sections A, B, C and D shall be properly filled out completely.
- ❑ Two (2) sets of signed and sealed copies of plans from New Jersey licensed architect or engineer; or plans signed by the homeowner if drawn by the homeowner.
- ❑ New Jersey Energy Code “prescriptive package” to be filled out.
- ❑ Certification in Lieu of Oath signed and notarized if applicable.

ELECTRICAL REQUIREMENTS:

- ❑ Electrical Subcode Technical sections A, B, and D to be filled out completely.
- ❑ Electrical Subcode Technical section C to be signed by homeowner provided the homeowner prepared his own plans and will be doing work himself, exclusively for his private residence **or** signed and sealed by a New Jersey Licensed Electrical Contractor.
- ❑ Drawing of all electrical devices being installed.

FIRE REQUIREMENTS:

- ❑ Fire Technical sections A, B, and D to be filled out completely.
- ❑ Fire Technical section C to be signed by person who will accept responsibility of work to be done.
- ❑ Drawings to show the location of smoke detectors and what type of detector (smoke or heat).
Note: if addition is 25% or more of the largest floor area of the existing building, smoke detectors complying with the building subcode shall be installed throughout the addition and the existing building.

PLUMBING REQUIREMENTS:

- ❑ Plumbing Technical sections A, B, and D to be filled out completely.

PLEASE READ OTHER SIDE

- ❑ Plumbing Technical section C to be signed by homeowner provided the homeowner prepared his own plans and will be doing work himself, exclusively for his private residence **or** signed and sealed by a New Jersey Licensed Master Plumber.
- ❑ DWV (drainage, waste, and vent) schematic. Show all pipe sizes and all connections.
- ❑ Gas schematic. Show total develop length of gas pipe run (in feet) from source to the furthest appliance; the size of each section of gas pipe; the BTUs of all appliances. **THIS INCLUDE EXISTING GAS SYSTEMS.**
- ❑ Floor plan layout of the bathroom.
- ❑ Monmouth County Board of Health approval for septic system if any additional bedrooms are added to the total number of bedrooms of the existing house.

REQUIRED INSPECTIONS

BUILDING:

- ❑ FOOTINGS (if applicable) – before placement of concrete.
- ❑ FOUNDATIONS – before backfill, all interior spaces plastered and damp proofed.
- ❑ SLABS – all slabs, basements and garages with vapor barrier and wire mesh in place.
- ❑ OPEN DECKS – sill plates, girders, and floor beams. **This includes second floor additions.**
- ❑ SHEATHING – walls, roofs, windows and doors to be installed
- ❑ FRAMING – after all rough inspections are completed by other disciplines and building is weather tight.
- ❑ INSULATION
- ❑ SHEETROCK – only fire walls and separation walls.
- ❑ FINAL – all disciplines (electrical, plumbing, and fire) final inspections must be approved before a final building will be preformed. No structure can be used or occupied before a Certificate of Occupancy has been issued.

ELECTRICAL:

- ❑ SERVICE
- ❑ ROUGH
- ❑ FINAL

FIRE:

- ❑ ROUGH
- ❑ FINAL

PLUMBING:

- ❑ SLAB (if applicable)– all underground plumbing to be tested before backfill.
- ❑ ROUGH – all rough plumbing to be tested.
- ❑ GAS (if applicable)– all gas piping to be pressure tested.
- ❑ WATER SERVICE (if applicable) – water service to be exposed before backfill.
- ❑ SEWER or SEPTIC CONNECTION (if applicable) – before trench is backfilled.
- ❑ FINAL

After all FINAL inspections have been completed and APPROVED, and the application for Certificate for Approval or Certificate for Occupancy has been completely filled out, the appropriate Certificate will be issued. After issuance of this Certificate you now can occupy completed project.