



Where Community, Business & Tourism Prosper

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REQUIREMENTS FOR ELEVATING STRUCTURES

A. PERMIT REQUIREMENTS

1. A Construction Permit is required to elevate a structure. Permit applications are available at the Construction Code office or on line at:
<http://www.state.nj.us/dca/divisions/codes/resources/constructionpermitforms.html>.
You may contact the Construction Code office as shown above.
 - Two sets of plans are required for work performed and may be required to be prepared by an architect or engineer.
 - A Building Subcode application is required for structural work (footings, foundation, framing, etc.), duct work, etc.
 - A Plumbing Subcode application is required for replacing or extending water supply pipes, sanitary drain pipes, gas pipes, etc.
 - An Electrical Subcode application is required for reconnecting service (obtain a DR number from JCP&L), grounding and bonding wiring, electrical wiring, etc.
2. A Floodplain Development Permit is required to elevate a structure in any flood zone. Permit applications are available in the Construction Department. *
3. A Zoning Permit is required to elevate a structure. Permit applications are available in the Land Use or Construction Code offices, or at: www.neptunetownship.org. Click on “Departments”, and then click on “Zoning”. The Zoning Officer, George Waterman may be contacted by e-mail at gwaterman@neptunetownship.org or 732-988-5200, ext. 217.
4. A Grading Approval is required to elevate a structure. Permit applications are available in the Land Use or Construction Code offices, or at www.neptunetownship.org. Click on “Departments”, and then click on “Grading Info” and “Grading Permit”. The Engineer, Leanne Hoffmann may be contacted by e-mail at: lhoffmann@neptunetownship.org or 732-988-5200, ext. 228.
5. HPC Certificate of Appropriateness is required to elevate structures located in Ocean Grove. The HPC application is available at the Land Use or Construction Code offices or at: www.neptunetownship.org. Click on “Departments”, and then click on “Historic Preservation Commission”. The HPC secretary, Dawn Crozier may be contacted at: dcrozier@neptunetownship.org or 732-988-5200, ext. 247.

6. A NJDEP CAFRA Permit may be required. Note: this is not applicable to most situations, especially single family dwellings. Please contact the Construction Code office for information or go to: <http://www.state.nj.us/dep/landuse/SandyFAQ.html#a4>
7. A Freehold Soils Conservation Certification may be required. Note: this is not applicable to most situations, especially single family dwellings. Please contact the Construction Code office for information.

B. CONSTRUCTION AND OTHER REQUIREMENTS

1. All work on existing structures shall comply with the Rehabilitation Subcode at NJAC 5:23-6. New construction for one and two family dwellings shall comply with the 2009 IRCNJ. New construction for all other structures shall comply with the 2009 IBCNJ.
2. Adjoining properties shall be protected as required by NJAC 5:23-2.34. When required, documentation for compliance shall be submitted with a construction permit application.
3. Constructing for V Zone requirements is recommended, but not required.
4. Façade treatment shall be necessary to at least two and one half (2 ½) feet from the finished grade of the building with regard to all sides of the building.
5. Elevated houses resulting in a three story structure may, in lieu of more stringent requirements, file a Variation application with the Construction Department. Hard wired, battery back up, interconnected smoke detectors shall be installed throughout the entire structure as required. A Fire Subcode application is required. Carbon monoxide alarms shall be installed as required.
6. Where the mean height of the highest roof surface resulting from elevation will be greater than 42 feet, an engineering analysis will be required to demonstrate that all structural connections will resist minimum forces resulting from 120 mph winds. Where the mean height of the highest roof surface resulting from elevation will be less than 42 feet, an analysis of structural connections may be required.
7. Newly created garages below elevated houses shall be separated as required with a minimum one hour separation assembly.
8. An approved inspection of the foundation must be obtained prior to setting the structure on the foundation.
9. An Elevation Certificate prepared by an engineer or land surveyor must be submitted to the Construction Code office upon completion of the elevation of the structure and prior to the issuance of a certificate of approval or occupancy
 - Structures shall be elevated to 12 feet minimum above mean sea level to the first floor.
 - The crawl space floor shall be at or above the exterior grade on at least one side.
 - Flood vents shall be installed as required.
 - Mechanical and electrical systems and equipment (heating, air conditioning, water heaters, duct work, fixtures, service, wires, pipes, etc.) shall be elevated to 12 feet minimum or be designed as required.