



TOWNSHIP OF MONTVILLE

NEW HOUSE/REBUILD OR ADDITION CHECKLIST

PLEASE USE THIS CHECKLIST TO ENSURE ALL REQUIRED ITEMS ARE RECEIVED BY THE BUILDING DEPARTMENT FOR PERMIT ISSUANCE

- UCC FOLDER – COMPLETED AND SIGNED ON THE INSIDE FRONT COVER
- BUILDING, PLUMBING, ELECTRIC, AND FIRE SUBCODE TECHNICAL SECTIONS COMPLETED WITH COSTS, SIGNATURES, AND SEALS BY CONTRACTORS
- ARCHITECTURAL PLANS – 2 SEALED COPIES (2018 CODE)
- HOMEOWNER PLANS (OWNER OCCUPIED ONLY & RESIDENTIAL) MUST SIGN EACH PAGE
- ENERGY CALCULATIONS (RES CHECK/MANUAL J)
- FIRE SUBCODE TECHNICAL SECTION FOR FUEL FIRED APPLIANCES KITCHEN HOOD, (OVER 400 CFM) AND GAS FIREPLACES
- GAS, DRAINAGE, WATER, AND VENT RISER** DIAGRAMS MUST BE SHOWN ON PLANS
- SEPARATE PLUMBING AND/OR ELECTRIC SUBCODE(S) FOR HVAC **INCLUDE MANUAL J CALCS**
- MANUFACTURERS' SPECS ON ALL APPLIANCES AND EQUIPMENT (FIREPLACES, WOOD STOVE, AC,
- MORRIS COUNTY SOILS CERTIFICATION – (IF DISTURBING MORE THAN 5000 SQ. FT. OF SOIL)
- COAH APPLICATION (FOR NEW HOMES AND REBUILDS ONLY)
- MODULAR HOMES – PLEASE INDICATE COSTS FOR ONLY THOSE ITEMS THAT WILL BE **INSTALLED ON SITE**. EXAMPLES INCLUDE SIDING, ROOFING, PORCHES, DECKS, AND THE SETTING COST FOR THE MODULAR.

IT IS THE RESPONSIBILITY OF THE APPLICANT OR AGENT TO INQUIRE ABOUT/ OBTAIN ALL PRIOR APPROVALS NECESSARY PRIOR TO SUBMITTAL TO THE BUILDING DEPT. FOR REVIEW. INCLUDING BUT NOT LIMITED TO ZONING, WATER & SEWER, HEALTH, HRPC, FLOOD PLAIN, ENGINEERING, HIGHLAND PRESERVATION, AND COAH OBLIGATION

THE FOLLOWING ITEMS MUST BE PROVIDED TO THE BUILDING DEPT. PRIOR TO THE ISSUANCE OF A TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) OR FINAL CERTIFICATE OF OCCUPANCY. PLEASE SEE THE BUILDING DEPARTMENT WHEN NEARING THE END OF YOUR PROJECT FOR EXPLANATION/CLARIFICATION OF THESE ITEMS.

- CO APPLICATION - UCC FORM F-270 (PROVIDED BY THE BUILDING DEPARTMENT)
- WARRANTY PAPERS (IF APPLICABLE)
- FINAL MORRIS COUNTY SOILS REPORT OF COMPLIANCE
- FINAL COAH PAYMENT (NEW HOMES AND REBUILDS ONLY)
- FINAL APPROVALS FROM ZONING/ENGINEERING/SEWER/WATER/HEALTH (SEE ABOVE)
- FRAMING CHECKLIST AND AIR BARRIER CERTIFICATION **SIGNED BY BUILDER/HOMEOWNER**
- AS-BUILT DRAWINGS FROM ARCHITECT/LETTERS/REVISIONS/CHANGES
- LETTER FROM ARCHITECT AND/OR BUILDER STATING THE HOME IS BUILT TO APPROVED PLANS. (THIS APPLIES ONLY IF CERTAIN ITEMS ARE NOT INSTALLED/FINISHED AT THE TIME A CO/TCO IS REQUESTED.)