



Where Community, Business & Tourism Prosper

25 Neptune Blvd
Neptune, NJ 07753
732-988-5200 ext. 262
Fax 732-988-0062

REQUIREMENTS FOR ELEVATING STRUCTURES

Since Storm Sandy, many new regulations relating to the elevation of structures have been implemented by the New Jersey Department of Community Affairs. Due to the extensive nature of the New Jersey Uniform Construction Code, this document is only intended to assist and is not all inclusive. Please carefully read the following and submit all necessary documentation to avoid unnecessary delays in the issuance of a construction permit. Any questions? Please ask!

A. CONSTRUCTION PERMIT REQUIREMENTS

1. Construction Permit Applications are available at the Construction Code office or on line at:

<http://www.state.nj.us/dca/divisions/codes/resources/constructionpermitforms.html>.

- A Building Subcode application is required.
 - A Plumbing Subcode application is required for disconnecting, 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.
 - A Fire Subcode application is required for hard-wired smoke detectors, sprinkler systems, etc.
 - Two sets of plans are required for work performed and may be required to be prepared by an architect or engineer. There are special requirements for the installation of pilings. Please ask!
2. NJAC 5:23-2.37 Elevation of an existing building
 - (a) Service connections: Before a building can be elevated, the owner or agent shall notify all utilities having service connections within the building, such as water, electric, gas, sewer, and other connections. A permit to elevate shall not be issued until releases are obtained from all utilities that provide service to the property, stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed or plugged in a safe manner.
 - (b) Method of elevation: The permit application shall include the proposed method of elevation or equipment to be used, including an estimate of the lifting load and identification of the locations for the principal lift beams, lateral support beams, and cribbing, if any. All supports, including, but not limited to, jacks, beams, cribbing, and strapping, shall be of sufficient size and strength to support the estimated lifting load.
 - (c) Equipment: The elevation shall employ a synchronized hydraulic jacking system or a method or equipment deemed to be equivalent. For purposes of evaluating the equivalency of any proposed method or equipment, the construction official or building subcode official may request additional supporting documentation pursuant to N.J.A.C. 5:23-2.19 and 3.7.

- (d) Protection of adjoining property: In cases where the lot size or the location of the building on the lot is such that there is a need to protect adjoining property or public rights of way, a plan for providing such protection shall be included as part of the permit application. The construction official may require that the plans be prepared by a New Jersey licensed design professional.
3. A letter from the electric company (JCP&L) stating that the elevation will not result in violation of the safety clearances required by the National Electrical Safety Code.
 4. House lifters must be registered with the New Jersey Division of Consumer Affairs. Provide a copy of their HEC registration and the completed “Home Elevation Contractor Certification”.
 5. A Floodplain Development Permit is required to elevate a structure in any flood zone. Permit applications are available in the Construction Department.
 6. Construction Permit Applications are available at the Construction Code office or on line at:
<http://www.state.nj.us/dca/divisions/codes/resources/constructionpermitforms.html>.
 - A Building Subcode application is required for structural work (footings, foundation, framing, etc.), duct work, etc.
 - A Plumbing Subcode application is required for disconnecting, 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.
 - Two sets of plans are required for work performed and may be required to be prepared by an architect or engineer.
 7. 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.
 8. 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.
 9. 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.
 10. 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>
 11. 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. Upon completion of the foundation, a foundation location survey with elevations is required to be submitted to the Construction Department prior to further vertical construction.
2. 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.
3. Adjoining properties shall be protected as required by NJAC 5:23-2.37(d). When required, documentation for compliance shall be submitted with a construction permit application.
4. Constructing for V Zone requirements IN Coastal A Zones is recommended, but not required.
5. 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.
6. 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.
7. 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.
8. Newly created garages below elevated houses shall be separated as required with a minimum one hour separation assembly.
9. An approved inspection of the foundation must be obtained prior to setting the structure on the foundation.
10. 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.
11. Basic requirements:
 - When required, most structures located in a flood zone in Neptune Township shall be elevated to 12 feet minimum above mean sea level to the first floor. Please ask about your specific location.
 - 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.
 - All materials (wood, metals, sheetrock, insulation, etc.) below the required elevation shall be flood-resistant materials.