

BOROUGH OF ISLAND HEIGHTS



Stephen Grenley, Construction Official
PO Box 797
Island Heights, NJ 08732-0797
Email: codeenforcement@islandheightsborough.gov

Telephone: 732-270-6415
Fax: 732-270-8586

DO I NEED A UCC BUILDING/CONSTRUCTION PERMIT?

While no list can be all inclusive, the following projects will generally require a UCC permit from our Construction Office:

1. Addition to an existing structure
2. Interior alteration or renovation
3. Deck
4. Finishing a basement
5. Enclosing a porch
6. In-ground or above ground pool, pool heater, hot tub or spa
7. HVAC work that includes installation or replacement of a condenser or furnace or the installation or replacement of duct work
8. Installation or replacement of a hot water heater
9. Installation or replacement of a fireplace or wood or pellet burning stove of any kind
10. Installation or replacement of a chimney or chimney liner
11. Installation or replacement of a stand by residential or commercial property generator
12. Installation of electrical wiring, lighting fixtures or electrical outlets
13. Installation of an underground sprinkler system
14. Installation or removal of an oil tank
15. Demolition of a shed or building larger than 200 square feet
16. Installing a concrete patio or deck
17. Construction of a retaining wall (three feet tall or higher)
18. Installation, replacement or removal of a solar power generating system
19. Installation of an electric vehicle charger station
20. Construction or Installation of a Shed (200 square feet or larger)

If you are not sure whether a project will require a permit, feel free to email your question to our Construction Office and you will receive a prompt response. Emergency repairs to your property are always allowed. It is asked that you or your contractor notify our Construction Office of the emergency repairs within two business days.



Borough of Island Heights

OFFICE OF THE ZONING OFFICER

DOES MY PROJECT REQUIRE A ZONING PERMIT

Under the Borough Zoning Code (Chapter 32) the Borough is divided into several zones. In each zone, different primary and accessory uses of property are permitted. For instance, in the highway commercial zone you could operate a Hardware Store while such a use would be prohibited in the residential zones. This zoning protects our property owners and the quality of life in each distinct zone. Our Zoning Code also regulates structures that result in ground coverage so that runoff is controlled and flooding is minimized during periods of heavy rain.

In general, projects on your property that involve the placement of permanent structures, expansion of the footprint of your home or will result in additional non-porous or semi-porous ground coverage require a Zoning Permit prior to commencing work.

While no list can be exhaustive, the following are projects and activities on your property that are likely to require a Zoning Permit from the Borough:

1. Expansion of your home
2. Building of a garage or shed (larger than one hundred square feet)
3. Installation of a pool (inground or above ground), hot tub or outdoor spa
4. Building of a deck, patio, pergola or roof extension or overhang of any kind
5. Installation of accessory devices or structures (HVAC condensers, pools and pool equipment, generators, satellite dishes (ground mounted) and stairs
6. Installation of a driveway
7. Installation of a fence (higher than thirty inches)

If your project requires a Zoning Permit, you can find the Zoning Permit Application on the forms page of our website or you can pick one up at our Office. The Zoning Permit Application must be submitted with a survey of your property with an indication of the structure(s) you plan to add to your property and the proposed location(s). In the case of more complex or extensive projects such as building additions, garages and pools, you will have to submit a plot plan prepared by a licensed engineer or surveyor. The application review fee is \$100.00 which is payable via cash, check or money order at the time of submission.

If you are unsure of whether your project will require a Zoning Permit, please feel free to email our Office at the address below and you will receive a prompt response.

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UCC PERMIT APPLICATIONS

YOU WILL NEED TO SUBMIT THE FOLLOWING FOR YOUR PERMIT APPLICATIONS TO BE PROCESSED:

1. UCC permit folder/jacket completed and signed by either the contractor or the property owner.
2. For other than minor work or repairs you will need to submit drawings/plans prepared by the property owner, contractor or a licensed architect. All plans by contractors prepared by contractors or architects must bear their name and seal.
3. For other than minor work or repairs on commercial properties, sealed plans from a licensed architect are always required.
4. UCC tech sheets for each type of work being performed (building, electrical, fire, mechanical or plumbing).
5. When UCC permit applications are submitted by contractors, they must always submit a copy of their license(s).

When UCC permit applications are received by our Construction Office, they are reviewed by the licensed professional inspectors who are employed by the Borough. If your application passes the plan review phase you will receive an invoice so that you can pay for and pick up your permit(s). If your permit application does not pass plan review, you will receive an email or letter that explains the issue(s) that need correction or clarification. If you still have questions, you can come to our Office and meet with the Construction Professionals on Monday evenings between 6 PM and 8 PM or you can email your question(s) to the Construction Office at the address provided and you will receive a prompt response.



Borough of Island Heights

CONSTRUCTION OFFICE - PERMIT REQUIREMENTS

In keeping with directives from the Division of Codes & Standards, the Borough of Island Heights is providing this notification to contractors and property owners with permitting requirements. These are the permits that are now required for the following:

<u>NEW CONSTRUCTION OR ADDITION TO EXISTING DWELLING</u>		<u>DIRECT REPLACEMENT OR NEW IN EXISTING DWELLING</u>	
E = Electrical Permit	F = Fire Permit	M = Mechanical Permit	P = Plumbing Permit
Boiler (All Fuels)	E F P (1)	Boiler (All Fuels)	E M
Condensing Unit	E P	Condensing Unit	E M
Duct System	B	Duct System	M (new)
Fireplace Logs	P	Fireplace Logs	M
Furnace (All Fuels)	B E F P	Furnace (All Fuels)	E M
Fuel Oil Piping	P	Fuel Oil Piping	M
Gas Piping	P	Gas Piping	M
Generator	E F P	Generator	E M
Heating System Venting	F P	Heating System Venting	M
Oil Tank Install / Removal	F (2)	Oil Tank Install / Removal	F
Water Heater (Gas)	F P (3)	Water Heater (Gas)	M (4)
Water Heater (Electric)	E P	Water Heater (Electric)	E P

- (1) Building may be required depending on type of chimney
- (2) Building and Plumbing required if it is an underground tank install
- (3) Building and Electric as applicable
- (4) Electric if replacement is power-vent exhausted

If you have any questions regarding the foregoing, the Construction Office is open at the Borough Administration Building on Monday Evenings from 6 PM to 8 PM and may be reached via email at; codeenforcement@islandheightsborough.gov

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UCC INSPECTION DAYS AND TIMES

BUILDING & ELECTRIC: SATURDAYS BETWEEN 8 AM AND 12 NOON

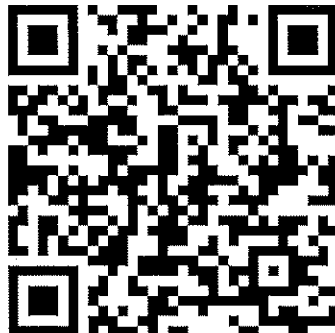
PLUMBING & MECHANICAL: MONDAYS BETWEEN 6 PM AND 8 PM

FIRE: WEEKDAYS BETWEEN 11AM AND 3PM

All inspection requests should be made via email or via the SDL Public Portal using the permit number and type of inspection requested. A link to the SDL Public Portal can be found on the Borough website construction page.

The Borough construction and sub-code officials have office hours on Monday evenings at the Administrative Office of the Borough between 6 PM and 8 PM.

Please scan the QR Code below when you are ready to schedule your inspections:



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REQUEST FOR UCC INSPECTION(S)

Building inspection request: _____

Electrical inspection request: _____

Fire: Specific inspection request: _____

Mechanical/Plumbing inspection request: _____

Address of property inspection: _____

Permit Number: _____

Name: _____ Phone #: _____

Email _____