



**Borough of Eatontown
Department of Construction & Codes
47 Broad Street
Eatontown, NJ 07724
Phone: 732-389-7615
Fax: 732-935-1822**

ATTENTION: In an effort to expedite the plan review, approval and issuance of your Construction Permit, please use the checklist below to review your application to make certain all areas have been satisfied on your drawings prior to submitting them with your permit application.

NOTE: Zoning Approval must be received prior to applying for a Construction Permit.

FINISHED BASEMENT PLAN REVIEW CHECKLIST

Checklist Legend: **OK = No Problems** **N = Need to Address** **N/A = Not Applicable**

GENERAL	OK	N	N/A	COMMENTS
All construction documents shall be submitted in duplicate				
All drawings shall be completely dimensioned				
Drawings must be clear and legible				
Room layout with room purpose labeled				
Frame details specifying wall construction, wallboard thickness and fastener type				
Draft stopping both horizontal and vertical				
Ceiling height at its lowest point				
Location and size of window(s)				
Direction of door swings				
Location of all receptacles, switches and fixtures				
Location of smoke detectors				
Location of carbon monoxide alarm(s)				
Structural Certification may be required depending on the project complexity				

BUILDING SUBCODE SECTION	OK	N	N/A	COMMENTS
Cost of work				

ELECTRICAL SUBCODE SECTION	OK	N	N/A	COMMENTS
Location of all receptacles, switches and fixtures				
Cost of work				

PLUMBING SUBCODE	OK	N	N/A	COMMENTS
Location of toilets & sinks				
Cost of work				

FIRE SUBCODE	OK	N	N/A	COMMENTS
Location of Smoke Detectors				
Location of Carbon Monoxide Alarms				
Cost of Work				

ADDITIONAL ITEMS	OK	N	N/A	COMMENTS
Include Completed Construction Permit Application				
Include Notarized Affidavit (Not to be Used for Bedrooms)				

NOTES/COMMENTS:



Building Department
Borough of Eatontown
47 Broad Street
Eatontown NJ 07724

Finished basement Instruction packet

Only after you receive zoning approval you may apply for a construction permit.
Please complete the following for the issuance of your construction permit for the finished basement.

2 sets of complete drawings, please make sure the indicate the following;

Ceiling heights, at its lowest point

All doors, (must include direction of door swings), windows and sizes, room layout (with purpose of each room labeled and sizes)

Locations of electric switches, outlets, and light fixtures

Location of smoke detectors

Draft stopping (show vertical and horizontal details)

Walls, - how the walls are constructed, frame details, wallboard thickness, fastener type

Building sub code section

Cost of work

Electric sub code section

On drawings, please mark location of all switches, outlets, and light fixtures

Totals of each to be indicated on sub code form

Cost of work

Plumbing sub code section

Only If bathroom, or any plumbing has been added

Location of any toilets or sinks etc

Total of each on sub code form

Cost of work

Fire sub code section

Number of smoke detectors

Cost of work

Construction permit application

NOTARIZED AFFIDAVIT

GENERAL AFFIDAVIT

STATE OF _____

COUNTY OF _____

PERSONALLY came and appeared before me, the undersigned Notary, the within named _____, State of _____, and makes this his / her statement and General affidavit upon oath and affirmation of belief and personal knowledge that the Following matters, facts and things set forth are true and correct to the best of his / her knowledge:

*I understand that I can not use this basement area/level for sleeping quarters
at _____, Eatontown, New Jersey 07724.*

Applicant and or Owner shall apply for all required approvals from the Building and Zoning Departments, and shall comply with all ordinances of the Borough of Eatontown.

DATED this the _____ day of _____, 20_____

Signature of Applicant

SWORN to subscribed before me, this _____ day _____, 20_____

NOTARY PUBLIC

My Commission Expires:
