

Ocean Beach and Bay Club

P.O. Box 245 – Lavallette, NJ 08735

Phone (732)-793-3798



BUILDING PERMIT PROCESS

1. Submit a signed (by homeowner) Building Permit Application (attached) with the following documents*:
 - A. Check for \$425.00
 - B. A certified survey of the existing conditions*
 - C. Elevation Certificate from a land surveyor licensed by the State of New Jersey*
 - D. A site plan showing all setbacks in conformance with Deed Restrictions, Bylaws and Ocean Beach and Bay Club Rules*
 - E. 2 Full set of construction drawings. These drawings should clearly show the distance between the top of the subfloor and the top of the ridge beam is no more than fifteen (15) feet.*
 - F. Signed Hold Harmless Agreement
 - G. Signed Road Opening Application

**we require TWO (2) copies of each of the above documents, and 1 electronic copy*

2. Once the completed application is received by the Club, the Club shall review the application to ensure that it is complete. Once the Club determines the application is complete, it will be forwarded to the planner retained by the Association and the planner shall within fifteen (15) working days render its opinion to the Ocean Beach and Bay Club. The opinion shall then be sent to the member by the Club.
3. Please ensure to review Ocean Beach and Bay Club Rules with your contractor.
4. Demolish existing home (unless demolition permit has previously been issued).
5. Drive Piles or build foundation.
6. Submit as-built survey of foundation with location and elevation from a land surveyor licensed by the State of New Jersey.
7. Install ridge beam with no more than fifteen (15) feet between top of subfloor and top of the ridge beam.
8. Schedule inspection with Ocean Beach and Bay Club construction office. Allow three (3) business days before continuing work.
9. Complete construction and file for Certificate of Occupancy from Township of Toms River.
10. Submit as-built survey from a Land Surveyor licensed by the State of New Jersey and Certificate of Occupancy from the Township of Toms River. A Certificate of Compliance will be issued, closing your building permit.

- 11. Construction in progress must cease on June 15th and not restart until after Labor Day. It is further understood that if these dates are compromised, the applicant is subject to a fine of \$500.00 per day and revocations of Club privileges and any legal expenses incurred by the Club enforcing of said rule. Per By law Article 11, Section 3(d) and Construction Rule #2C, “the penalty for failure to cease construction on any property in Ocean Beach and Bay Club is suspension of Club membership, a \$500.00 per day penalty, and repayment of any legal expenses incurred by the Club to enforce this rule”. All dumpsters, storage trailers, construction debris, supplies & equipment relating to the construction must be removed from the property until after Labor Day when construction is permitted to resume. Failure to abide by this rule shall subject the homeowner to the above-mentioned monetary penalty, suspension of club privileges and legal expenses incurred by the club enforcing said rule.
- 12. Building Permits will be issued for a 2-year period. You can request a 1-year extension for an additional application fee of \$200 per year thereafter.

BUILDING PERMIT APPLICATION

Date of Application _____

Application Fees:

Date Permit Issued _____

\$20.00 for non home building projects

Permit # _____

Cash _____ Check # _____

Received by: _____

I, _____, submit this application in request of authorization to complete the following alterations and/or additions to my house located at: _____, Ocean Beach Unit III, NJ _____ *email address & phone*

Description of Work to be Completed by the anticipated date of: _____ MM / YYY

All construction must be completed no later than June 15th and may not be resumed until after Labor Day. In the event construction continues at any time between the aforementioned dates, the applicant will be subject to a fine not to exceed \$500/day for each day of the offense and shall also have their Club privileges suspended. The applicant will be held liable for the total reimbursement of all legal expenses incurred by the Ocean Beach & Bay Club or the Developer to resolve this matter via litigation, if required.

NOTE: Toms River (Dover) Township building permits may also be required to perform the work indicated

Full Name & Permanent Address of Owner

Contractor Contact Information

BUILDING PERMIT APPLICATION *(page 2)*

I, _____, warrant that all work shall be performed in accordance with the description and specifications as they appear within the scope of this building permit application. I grant access to the exterior of my property to Ocean Beach and Bay Club staff and Trustees to insure compliance with Deed Restrictions and Ocean Beach and Bay Club rules. I realize that any deviation from this plan shall void the application and subject me to the corrective measures deemed appropriate by the Board of Trustees and the Developer to modify the existing structure at my sole expense to conform to the Rules and Regulations of the Club and the building requirements of the Ocean Beach Developer. The Club Rules shall be in effect through the satisfactory completion of all work, inspection and final approval. By signing this document I indemnify Ocean Beach and Bay Club from any acts willful or otherwise caused by the actions of myself, my agents and my contractors. I have reviewed all Ocean Beach and Bay Club Rules and I have provided my contractor with a copy.

I agree to the following inspection procedures when constructing a new residence or elevating an existing residence:

1. Upon installation of piles and girders or upon completion of cement block foundation walls, I shall submit an As-built Survey completed by a land surveyor licensed by the State of New Jersey, which includes locations and elevations matching those on the submitted Plot Plan.
2. Upon installation of the floor system and ridge beam, I shall schedule an inspection with the club office to confirm that the distance between the top of the subfloor and the top of the ridge beam is not more than 15 feet. After notification, the Ocean Beach and Bay Club office will then have three (3) business days to complete this inspection before construction may continue. If construction continues during the designated three (3) day time frame, before the inspection has been completed, it is at the risk of the homeowner. As an alternative a signed and sealed letter from a land surveyor licensed by the State of New Jersey may be submitted certifying that the distance is no more than fifteen (15) feet from top of subfloor to the top of the ridge beam.

3. Once Toms River Township has issued a Certificate of Occupancy, I shall submit a copy of said certificate with my final as-built survey to the Ocean Beach and Bay Club Office, at which time a Certificate of Compliance shall be issued closing my building permit.

Signature of Applicant / Date

BUILDING PERMIT APPLICATION (page 3)

For Club Use Only

BUILDING PERMIT APPLICATION APPROVED:

Ocean Beach & Bay Club / Date

Developer of Ocean Beach / Date

BUILDING PERMIT APPLICATION REJECTED:

By whom: _____
Date: _____
Explanation: _____

Property Address: _____
Owner Phone #: _____
Contr. Phone #: _____

The Inspection of completed alterations and/or additions indicate:

As-built survey has been submitted and displays locations and elevations which conform to the Plot Plan and proposed building plans.

By whom: _____

Date: _____

Top of sub-floor to top of ridge beam has been measured and is not more than fifteen (15) feet.

By whom: _____

Date: _____

Toms River Township Certificate of Occupancy and Final As-Built Survey has been submitted and conforms to Plot Plan and proposed building plans .

By whom: _____

Date: _____

Completed work is in conformity to the description and specifications of the original permit application, it has been thoroughly inspected and final approval has been granted.

By whom: _____

Date: _____

Completed work is not satisfactory or does not conform to the original description and specifications by which the building permit was intended. The work requires modification and re-inspection. Final approval has been denied*

Explanation: _____

By whom: _____

Date: _____

*Changes or modifications required before final approval will be granted: _____

Anticipated date of completion and reinspection: _____