

Millstone Township  
470 Stage Coach Road  
Millstone Township, New Jersey 08510  
732-917-2953  
609-208-2083 fax

## **BASEMENT ALTERATION**

Two copies of plans-drawn by architect or homeowner (homeowner must sign plans on each page, and sign inside of jacket under letter B). Manila jacket must be filled in completely (side 1 & 2)

**BATHROOM OR KITCHEN:**

**MUST CONTACT MONMOUTH COUNTY HEALTH DEPARTMENT(MCHD)**  
**(732-431-7456 X7496) CHRIS LUBERTO**

**Plans must include:**

- Room sizes
- Use of rooms (recreation, gym, study, utility, etc.)
- Ceiling height and type of ceiling
- All framing details
- Fire stopping at top plate required
- Fire stopping at exterior walls every 10-foot vertically
- Location of smoke detector, water heater, furnace (louvered doors required)
- Materials used (metal/wood studs, sheetrock, insulation, etc.)
- Plumbing riser diagram if plumbing is involved/gas riser diagram if new gas appliances will be installed.
- Electric diagram (including outlets, fixtures, and switches)

Complete all technical cards, building, fire, electric and plumbing (if installing plumbing or gas piping).

Contractor doing job must have licensed electrician and plumber

Contractors must supply copy of Home Improvement Contractors Registration, Plumbing and Electric licenses (wallet card)

**Inspections needed:**

- Rough electric
- Rough plumbing and slab (if applicable)
- Frame
- Insulation
- Final building, fire, electric and plumbing