



**BOROUGH OF SPRING LAKE HEIGHTS  
CERTIFICATE OF OCCUPANCY APPLICATION**

C.O. # \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ DATE \_\_\_\_\_

APPLICATION IS HEREBY MADE FOR INSPECTION, APPROVAL AND ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR THE FOLLOWING DWELLING UNIT(S) AS PROVIDED BY BOROUGH ORDINANCE. PLEASE ANSWER ALL QUESTIONS, DO NOT LEAVE ANY BLANKS.

ADDRESS OF PROPERTY \_\_\_\_\_

PRESENT OWNER OF PROPERTY \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

NAME OF PROSPECTIVE OWNER OR TENANT \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

OTHER OCCUPANTS \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

(USE REVERSE SIDE FOR ADDITIONAL OCCUPANTS & DATE OF BIRTH)

SUMMER RENTALS-drivers license numbers and photo ID for each proposed tenant are required.

DATE OF OCCUPANCY \_\_\_\_\_ SALE PRICE \_\_\_\_\_ MONTHLY RENT \$ \_\_\_\_\_

PLEASE CHECK SALE ( ) RENTAL: YEARLY( ) WINTER( ) SUMMER ( )

NUMBER OF UNITS INSPECTED \_\_\_\_\_ CHECK TYPE OF DWELLING 1 FAMILY( ) APT( ) OTHER( )

NUMBER OF OCCUPANTS \_\_\_\_\_ CHILDREN \_\_\_\_\_ AGES \_\_\_\_\_ # BEDROOMS \_\_\_\_\_

INSPECTION DATE REQUESTED \_\_\_\_\_ IF POSSIBLE, KEY TO BE LEFT WITH APPLICATION AT BOROUGH OFFICE. IF NOT, MUST HAVE TELEPHONE # OF LOCAL PERSON WHO WILL HAVE DWELLING UNIT OPEN FOR INSPECTION.

LOCAL AGENT'S NAME \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF OWNER OR AGENT

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FOR OFFICE USE ONLY

FEE \_\_\_\_\_ RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_ CK#/CASH \_\_\_\_\_

<b>FEES</b>	SALE / TRANSFER / ONE FAMILY DWELLING.....	\$100.00
	MULTI-FAMILY OR APARTMENT \$15.00 PER UNIT.....	\$100.00 MIN.
	RENTAL: YEARLY/WINTER/SUMMER*.....	\$100.00
	*SUMMER LICENSE FEE- May 15 thru sept.15..(seasonal) .....	\$50.00
	ROOMING HOUSE \$100.00 PER 5 ROOMS, \$7.00 EACH OVER 5 ROOMS	
	RE-INSPECTION IF NECESSARY	\$25.00 PER UNIT

\*\*\* Additional fee requiring a CO inspection in less than 10 days- \$50.00

\*\*\* Additional fee requiring a CO inspection in less than 5 days- \$100.00

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

\_\_\_\_\_, ZONING OFFICER **ALL FEES ARE NON-REFUNDABLE**

**BOROUGH OF SPRING LAKE HEIGHTS**

**555 Brighton Avenue**

**Spring Lake Heights, New Jersey 07762**

**www.springlakehts.com**

**CERTIFICATE OF SMOKE DETECTOR AND CARBON MONOXIDE ALARMS**

**and compliance with Certificate of Occupancy Requirements.**

Dwelling Location: Block \_\_\_\_\_ Lot \_\_\_\_\_

Property Address: \_\_\_\_\_ Apt # \_\_\_\_\_

I, \_\_\_\_\_ certify that the dwelling at the above referenced location has smoke and carbon monoxide detectors installed are in working order as stated below and the dwelling and property are in compliance with all Certificate of Occupancy requirements pursuant to the Check-List and Property Maintenance Codes. *Check the following:*

Smoke detectors are located on each level of the dwelling, including basements, excluding attic and/or crawl space

Smoke detector and carbon monoxide alarms outside each separate sleeping area and within 10 feet of bedrooms and all must be 10 year sealed unit as of 01/01/2019 as of 01/01/2019 as per NJ Fire Code.

All smoke detectors and carbon monoxide detectors are in working order.

Fire extinguisher is correct size, properly mounted & located within 10 feet of the kitchen

An inspection shall be conducted by the owner or an authorized representative of the owner. The smoke detectors required above shall be located in accordance with NFIPA 74, the carbon monoxide alarms installed per NFPA-720. The detectors are not required to be interconnected. Battery powered detectors and alarms are acceptable but must be a 10 year sealed unit. Note: AC powered and/or inter-connected alarms and smoke detectors installed in homes constructed after January, 1977, shall be maintained in working order.

I do hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I will be subject to penalty.

Dated: \_\_\_\_\_, 2020

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Print Name

**BOROUGH OF SPRING LAKE HEIGHTS**  
**555 Brighton Avenue**  
**Spring Lake Heights, New Jersey 07762**

**CHECK LIST FOR CERTIFICATE OF OCCUPANCY INSPECTIONS**

**EXTERIOR OF THE BUILDING:**

1. Condition of the roof, gutters, downspouts and leaders.
2. Condition of fences, shrubs and hedges.
3. All windows and entrance doors must have glass and screens in good condition.
4. Condition of chimney, flashing and fireplace.
5. Condition of siding of structure (paint, brick, and stucco finishing).
6. All interior stairs and exterior stairs, which have three (3) risers or steps, must have a handrail.
7. Grounds around building must be free of debris.
8. House or dwelling must have minimum 3" street numbers.
9. Driveways must have an apron and one of the following surfaces: pavers, concrete, brick, asphalt or stone.
10. Sidewalk, curb, driveway, and apron must be in good condition, free of cracks and tripping hazards.
11. Deadbolts must have thumb latch from interior, keyed cylinders not allowed.

**INTERIOR OF THE BUILDING**

1. All windows and screens must be operable and have locks.
2. All broken or cracked windows and screens must be replaced.
3. Check all plumbing fixtures for leaks. Sink and tubs must have stops.
4. Check heating system – there must be emergency furnace switches at the head of the cellar stairway and at the burner.
5. Smoke detector is required – one (1) on each floor level. The smoke detector battery units must be 10 year sealed unit as of 01/01/2019 as per NJ Fire Code.
6. Check for excess debris in attic, cellar and throughout the house.
7. All floors and floor coverings must be in good condition.
8. Handrails where needed.
9. Stoves must be installed with anti-tip feature.
10. All gas appliances must have shut off valves.
11. Relief valve – piping must be ¾" to extend 6" above floor.
12. All receptacles located within six feet (6') of a water appliance, sink, tub, toilet, laundry room or sump pump exterior shall be a G.F.I. type receptacle.
13. One (1) carbon monoxide detector in common areas, within ten feet (10') of the bedrooms.
14. One (1) fire extinguisher must be mounted within ten feet (10 ft.) of the kitchen, five feet (5') or less from the floor. The 2A:10B:C fire extinguisher shall be a maximum of ten pounds (10) listed, labeled, charged, and operable.

**NOTE:** If after the first inspection the CO is **NOT APPROVED**, there will be a \$25.00 charge for each reinspection. Taxes and water must be paid up to date.

Certificate of Occupancy fees are **NON REFUNDABLE**.

## **WHERE TO LOCATE DETECTORS:**

Detectors are to be located on every level of a residence, basement, first floor, second floor, excluding crawl space and unfinished attics and in every separate sleeping area and living areas such as the kitchen, garage, basement or utility room.

In homes with only one sleeping area on one floor, a detector is to be placed in the hallway outside the bedrooms.

In single floor homes with two separate sleeping areas, two detectors are required, outside each sleeping area.

In multi-level homes detectors are to be located outside sleeping areas and at every finished level of the home.

Basement level detectors are to be located in close proximity to the bottom of basement stairwells.

## **WHERE NOT TO LOCATE DETECTORS:**

The 4 inch "DEAD AIR" space where ceiling meets the wall.

The peak of an "A" frame type of ceiling, "DEAD AIR" at the top may prevent smoke from reaching detectors.

To avoid false alarms and/or improper operation, avoid installation of smoke detectors in the following areas:

Kitchen smoke from cooking may cause a nuisance alarm.

Bathrooms excessive steam from a shower may cause an alarm.

Alarms near forced air ducts for heating or air conditioning will cause air movements, may prevent smoke from reaching detectors.

Near furnace as any type air and dust movement and normal combustion products may cause a nuisance alarm.

Carbon Monoxide detectors are to be located in every separate sleeping area per NFPA 720 and manufacturers recommendations.