



**BOROUGH OF SPRING LAKE HEIGHTS**

555 Brighton Avenue  
Spring Lake Heights, NJ 07762  
Phone: 732-449-3500 Fax: 732-449-3535

**CERTIFICATE OF OCCUPANCY  
APPLICATION**

For Rental & Transfer of Title

<b>C.O. #</b> _____	<b>Block</b> _____	<b>Lot</b> _____	<b>Date</b> _____
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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:** \_\_\_\_\_ **Apt#:** \_\_\_\_\_

Current Owner of Property: \_\_\_\_\_

If Corporation/LLC, Name of Contact: \_\_\_\_\_

Owner/Corp. Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Prospective Tenant/New Owner: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Other Occupants: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_ Date of Birth: \_\_\_\_\_

*Use Reverse Side for Additional Occupants & Date of Birth*

*Summer Rentals-Driver's License Numbers and Photo Id for Each Proposed Tenant are Required.*

Name of Property Manager/Super: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

*Every owner of a dwelling unit who does not reside in the Borough or within a 25-mile radius of the unit, shall appoint an agent who will be responsible for maintenance of the premises.*

Date of Occupancy: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_  Yearly  Summer  Winter

Date of Closing: \_\_\_\_\_ Sale Price: \$ \_\_\_\_\_  Sale

#Occupants: \_\_\_\_\_ #Bedrooms \_\_\_\_\_ Check Type of Dwelling  1 Family  Apt  Other

Landlord Registration Filed: *Yes No* Lead Safe Cert: *Yes No* Insurance Certificate: *Yes No*

**Inspection Date Requested:** \_\_\_\_\_ Date Structure Built/Completion of Renovation: \_\_\_\_\_

Local Agent's Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

**Signature Of Owner/Agent**

<b>For Office Use Only</b>	Fee _____	Received By _____	Date _____	Ck#/Cash _____
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**FEES**

Sale / Transfer / One Family Dwelling	<b>\$100.00</b>
Multi-Family or Apartment (\$15.00 per unit)	<b>\$100.00 min.</b>
Rental: Yearly/Winter/Summer*	<b>\$100.00</b>
*Summer License- Additional Fee- May 15 Thru Sept.15 (Seasonal)	<b>\$50.00 additional</b>
Re-Inspection if necessary	<b>\$25.00 per unit</b>
*** Fee Requiring a CO Inspection in Less Than 10 Days - \$150.00 ***	
*** Fee Requiring a CO Inspection in Less Than 5 Days - \$200.00 ***	

Approved: _____	Not Approved: _____	_____, Zoning Officer
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*Certificate of Occupancy Fees Are Non-Refundable and Non-Transferable*



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**CERTIFICATE OF SMOKE DETECTOR AND CARBON MONOXIDE ALARMS  
 and compliance with Certificate of Occupancy Requirements**

Property Address: \_\_\_\_\_ Apt # \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

I, \_\_\_\_\_ certify that the dwelling at the above referenced location has smoke and carbon monoxide detectors installed and are in working order as stated below:

- 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 until 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 alarm(s) 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 interconnected 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: \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_ Print Name

\_\_\_\_\_ Applicants Signature



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## CERTIFICATE OF OCCUPANCY APPLICATION

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### **CERTIFICATE OF OCCUPANCY REQUIREMENTS FOR INSPECTION** **SMOKE DETECTOR AND CARBON MONOXIDE REQUIREMENTS**

**All Battery Operated Smoke Alarms Shall Be 10 Year Sealed Battery Alarms By January 1, 2019.  
Any Detectors Greater Than 10 Years Of Age Shall Not Be Accepted.**

- **All smoke alarms/detectors** shall be tested utilizing push button method. If there is a monitored system (ADT for example), a letter from homeowner, agent or monitoring agency must be attached, advising that the system is maintained and will operate as installed.
- **Structures built:**
  - Prior to 1978- minimum – battery powered – one on each level, and near bedrooms
  - 1978-1983 – Hardwired alarms with battery back-up, one on each level, and near bedrooms
  - 1984-1990- Hardwired with battery back-up and Inter-connected, one on each level, and near bedrooms
  - 1991-present – Hardwired, battery back-up, interconnected, one on each level AND one near each bedroom AND one in each bedroom
- Substantial Renovation to older structures must comply with the requirements as of the date of the Construction Certificate of Occupancy.
- **Carbon Monoxide Detectors** shall be tested utilizing push button method
  - Carbon Monoxide alarms shall be centrally located outside of each separate sleeping area in the immediate vicinity of the bedrooms.
  - Carbon Monoxide alarms shall not be older than 5 years or older than the expiration date prescribed by the manufacturer
  - Carbon Monoxide alarms are required in all premises where fuel burning appliances exist, or if there is an attached garage.
- **Fire Extinguisher must be present**, minimum 2A:10B:C Rated
  - Within 10 feet of the kitchen and clearly visible
  - Permanently mounted in kitchen or exit pathway from kitchen to exit/exterior
  - The extinguisher shall be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or the seller must have a receipt for a recently purchased extinguisher
  - Install a 2-A:10-B:C rated fire extinguisher mounted between 3½ feet to 5 feet from the floor.
- **Bedroom Occupancy will be as follows:**
  - 1 Occupant Bedroom 70 square foot minimum
  - 2 Occupant Bedroom 108 square foot minimum
  - 3 Occupant Bedroom 170 square foot minimum
  - 4 Occupant Bedroom 220 square foot minimum

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**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.

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### **CERTIFICATE OF OCCUPANCY INSPECTION CHECKLIST**

**EXTERIOR OF PROPERTY: Entire property and exterior of all buildings must be clean, neat and orderly.**

**Garbage/Recycling is to be placed curbside only on designated pick up days. No storage of debris on-site.**

**Trash/Recycling containers with lids need to be provided in a designated area.**

1. Roof, gutters, down spouts and leaders must be in good condition
2. Fences, grass, shrubs and hedges must be in good condition
3. Windows and entrance doors must have glass and screens in good condition and operate properly
4. Chimney, flashing and fireplace must be in good condition
5. Condition of siding of structure – paint, brick and stucco finishing must be in good condition
6. Siding and roofing – no damage or missing pieces
7. All interior stairs and exterior stairs, which have three risers or steps, must have a handrail
8. Grounds around the property must be free of debris
9. House or dwelling must have minimum 3-inch street number visible from the street
10. Driveways must have an apron and one of the following surfaces: pavers, concrete, brick, asphalt or stone
11. Sidewalk, curb, driveway and apron must be in good condition, free of cracks, tripping hazards or standing water
12. Deadbolts must have thumb latch from interior, keyed cylinders are not allowed.
13. No infestation of rodents or insects
14. Guardrail gaps no more than 5 inches
15. Foundation- no structural damage
16. Decks and porches must be structurally sound
17. No open Construction Permits – require final approval for all work requiring permits.
18. Municipal Taxes, Water & Sewer should be paid up to date.

### **INTERIOR OF STRUCTURE:**

1. Smoke/Carbon Monoxide Detectors per requirements
2. No bedrooms in basements or more than 2 feet below grade
3. All windows operable and screens free of holes or tears
4. Fireplaces and wood burning stoves must be certified as to their safe and proper working condition by a certified chimney sweep company
5. All broken or cracked windows and screens need to be replaced.
6. Check all plumbing fixtures for leaks. Sinks and tubs need stops
7. Heating system must be an emergency furnace switch at the head of the cellar stairway and at the burner.
8. Free of excess debris in attic, cellar and throughout the house
9. All floors and floor coverings must be in good condition
10. Handrails on stairwells where required- three or more risers
11. Stoves must have anti-tip bracket.
12. Sump pumps are not permitted to discharge into sewer system
13. Appliances must be clean and in working order
14. Bathroom fixtures must be clean and functioning properly
15. Deadbolt locks must be keyless from the interior. No keyed locks or deadbolts are on interior doors
16. All open UCC permits must have a completed, passed final inspection on file in the Construction Department prior to inspection.
17. All work performed during ownership requires permits must have been properly permitted and inspected
18. All living space must be free from infestation of rodents, insects and pests
19. All living spaces must be thoroughly clean throughout and ready for occupancy at the time of inspection
20. Bedrooms and bathrooms must have working doors that fully open and close

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**Rental of one or two family residences require the following to be submitted  
prior to the issuance of the Certificate of Occupancy:**

**Insurance Certificate** – attachment of a copy of Liability Insurance Certificate.

As of November 3, 2022, landlords and business owners in New Jersey are required to carry \$500,000 in liability insurance for deaths or bodily injuries that may occur at their properties. A Certificate needs to be submitted each year.

**Lead Safe Certificate** – Homes built prior to 1978 and have a rental term of 6 months or greater, require a Lead Safe Inspection Report or Certificate issued prior to the Municipal Inspection.

**Landlord Identity Registration Statement** – Registration form required to be submitted to the Borough Clerk and a copy to the tenant.

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