



**DEPARTMENT OF CODE
ENFORCEMENT
BUILDING - HOUSING**
47 Broad Street
Eatontown, NJ 07724
Phone: (732) 389-7615
Fax: (732) 935-1822

IMPORTANT NOTICE- CERTIFICATE OF OCCUPANCY

In order to prevent any problems, either at closing for resales or for any rentals, make sure any outstanding building/zoning permits have received final inspections.

If any new work was performed without building/zoning permits, the appropriate permits must be applied for and final inspections completed prior to **ISSUANCE OF ANY CERTIFICATE OF OCCUPANCY.**

FAILURE TO FOLLOW THE ABOVE PROCEDURE WILL DELAY YOUR CLOSING/RENTAL.

Proper planning will insure a smooth transition for the C/O process.

If you are not sure if a permit is needed, contact the Building/Zoning Departments, and they will let you know.



BOROUGH OF EATONTOWN
Building-Housing Department
47 Broad Street
Eatontown NJ 07724

APPLICATION FOR CERTIFICATE OF OCCUPANCY
SINGLE FAMILY DWELLING RENTAL

Certificate of Occupancy # _____ Date _____

Please Print

Property Address _____ Block _____ Lot _____

Owner's Name _____ Phone _____

Address _____

Proposed Tenant _____ Phone _____

Current Address _____

Proposed Use _____ Size of Dwelling _____ sq/ft

Total # of Rooms _____ # of Bedrooms _____ # of Baths _____

Type of Heat _____ Type of A/C _____ Is There A Garage _____

If Yes, # of Cars _____ Is There a Basement _____ Finished _____

Style of House (Ranch, Cape, Bi-level, Etc.) _____

Are There Any Site Improvements (Deck, Patio, Pool, Shed, Etc) _____

If So, Please Specify _____

Date _____ Applicant's Signature _____

\$50.00 CERTIFICATE OF OCCUPANCY FEE MUST BE PAID AT THE TIME OF APPLICATION FILING. CHECKS SHOULD BE MADE PAYABLE TO THE "BOROUGH OF EATONTOWN".

FOR DEPARTMENT USE ONLY:

\$50.00 Fee Received By _____ Date _____

Type of Payment (Check, Cash, Money Order) Check # _____

Inspected By _____

Official Signature For The
Bureau of Housing Inspections

Comments _____

Prospective Tenants and
Ages: _____

APARTMENTS & RENTALS

Address _____ Check off when work is complete

1. Paint apartment -----
2. Clean window frames -----
3. Caulk and paint windows -----
4. Replace window shades/blinds -----
5. Clean stove -----
6. Clean refrigerator -----
7. Clean exhaust fan -----
8. Clean sink & countertop -----
9. No leaks in any faucet or under sink -----
10. Clean kitchen cabinets -----
11. Clean/RegROUT bath tiles -----
12. Clean all bath fixtures -----
13. Paint medicine cabinets (if requires paint) -----
14. Clean/replace light glass -----
15. All windows inside and out should be properly maintained, free from cracks, properly glazed, with proper locking devices and knobs or hand cranks -----
16. Repair screen doors -----
17. Repair/replace door sills -----
18. Smoke detectors MUST be up and working (see NOTE below). If smoke detector is not in working order at the time of inspection, the inspection will be automatically rejected. Smoke detectors must also be tagged with a current date -----
19. Clean staircase -----
20. Apartment door must be solid core and self-closing with chain lock and peep sight -----

21. Door locks -----
22. Ground fault receptacles in all wet areas (bath, kitchen, basement, garage, exterior, etc.)

23. Hot water tank -----
24. Cabinet holes -----
25. Hardwood floors -----
26. Kitchen floor -----
27. Bath wall heater -----
28. Air conditioners -----
29. Carpets are to be clean, free of ripped or worn area, if so replace. If needed metal strips are to be placed between the rooms -----
30. All tiles and flooring to be cleaned and free from rips and worn areas, and secure throughout -----
31. Electric, gas and water must be turned on -----
32. All heat outlets must be permanent and secured to wall -----
33. All bedrooms and bathrooms must have privacy doors -----
34. All windows must open and close freely, and where needed, channels repaired -----
35. Sliding entry and privacy doors must have knobs or handles that are secure. All doors must open and close freely -----
36. All handrails, inside and outside must be secured. You must have handrails where there are 4 risers or over 30 inches or more in height. Any stairs or platforms 30" or more must also have guardrails -----
37. Refrigerator and stove must be furnished by the owner -----
38. No deadbolts are to be used unless it has a thumb latch -----
39. All closets, poles and/or shelves must be secured -----
40. All sliding closet doors must have door guides and open easily. -----
41. Heating system must be safe, and provide sufficient heating during the period from October 1st to May 15th -----

42. A chimney certification is required for any fireplace or wood burning stove and must state that the chimney is clean and operating properly -----
43. Two or more apartments sharing a common hallway must have a door closure on apartment door -----
44. Carbon Monoxide Alarms shall be provided for each dwelling unit in structures containing a fuel burning appliance and /or attached garage. The alarm should be located outside of the bedroom areas -----
45. A Fire Extinguisher is required for all rentals. The fire extinguisher must be a 2A:10BC located within 10 feet of the kitchen and mounted no higher than 60 inches from the floor. Operating instructions should be left with the fire extinguisher -----

NOTES: ES-904 SMOKE DETECTORS: All residential occupancies shall be provided with a minimum of one approved single station smoke detector in the sleeping area. If the unit has more than one floor, one is needed on every floor.

ES-904 TAMPERING: Anyone tampering or interfering with effectiveness of a smoke detector shall be in violation of this code.

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF FIRE SAFETY**

REQUIREMENT FOR FIRE EXTINGUISHERS IN ONE AND TWO FAMILY DWELLINGS

The Legislature amended and enacted P.L. 1991,c.92 (C52:27D.198.1), requiring that all one and two family dwellings at a change of occupancy be provided with a portable fire extinguisher, in addition to the requirements for smoke and carbon monoxide detectors. This provision does not apply to seasonal rental units. This act was signed into law on April 14, 2005 with an effective date of November 1, 2005.

The regulations were recently made available for public comment. The comment period has ended and the final adoption of the regulations will appear in the New Jersey Register in the near future. The Division of Fire Safety is advising all local enforcing agencies to enforce the regulations; using the guidelines below.

The requirements for the type and placement of the extinguishers are as follows:

- 1) At least one portable fire extinguisher shall be installed in one and two family dwellings (except seasonal rental units) upon change of occupancy;
- 2) The extinguisher shall be listed, labeled, charged, and operable;
- 3) The size shall be no smaller than 2A:10B:C, rated for residential use and weigh no more than 10 lbs.;
- 4) The hangers or brackets supplied by the manufacturer must be used;
- 5) The extinguisher must be located within ten feet of the kitchen;
- 6) The top of the extinguisher must not be more than five feet above the floor;
- 7) The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items;
- 8) The extinguisher must be near a room exit or travel path that provides an escape route to the exterior;
- 9) The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher, and
- 10) Lastly, the extinguisher must be installed with the operating instructions clearly visible.

New fire extinguishers are not required to be serviced and tagged, as long as the seller, or agent can provide proof of purchase or receipt.

Until the proposed regulations have been adopted, the statute should be cited for enforcement purposes. The correct citation is N.J.S.A. 52:27D-198.1.