



**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 RESALE

Certificate of Occupancy # _____ Date _____

Please Print

Property Address _____ Block _____ Lot _____

Owner's Name _____ Phone _____

Address _____

Proposed Owner _____ 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.) _____

Sale price\$ _____ Date of sale _____ Realtor _____

Name of Attorney _____ Rental agency _____

I HEREBY REQUEST THE BOROUGH TO INSPECT AND ISSUE, WHEN ALL APPLICABLE CODES ARE COMPLETED WITH, A CERTIFICATE OF OCCUPANCY FOR THESE PREMISES.

Date _____ Applicant's Signature _____

\$100.00 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:

\$100.00 Fee Received By _____ Date _____

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

Inspected By _____

Official Signature For The
Bureau of Housing Inspections

Comments _____

Prospective Occupants and
Ages: _____

SINGLE FAMILY HOUSES

Address _____ Check off when work is complete

1. House completely cleaned inside and out. Outside of house and trim should be painted if peeling, chipping or worn ----- _____
2. Outside area clean of trash, debris, high grass, and weeds. No accumulation of any kind ----- _____
3. All basement windows must have tight fitting cover ----- _____
4. Carpets are to be clean, free of ripped or worn areas. If so, replace. If needed, metal strips are to be placed between rooms ----- _____
5. All tiles and flooring are to be cleaned and free from rips and worn areas, also secure throughout ----- _____
6. Smoke detectors MUST be up and in working order (see NOTE below). If smoke detector is not in working order at the time of inspection, the inspection will automatically be rejected ----- _____
7. Electric, gas and water must be turned on ----- _____
8. All heat outlets must be permanent and secured to wall ----- _____
9. All bedrooms and bathrooms must have privacy doors ----- _____
10. Screens must be on all windows and free of holes ----- _____
11. All windows inside and out should be properly maintained, free from cracks, breaks, properly glazed, with proper locking devices and knobs or hand cranks ----- _____
12. All windows must open and close freely, and where needed, channels repaired ----- _____
13. Sliding entry and privacy doors must have knobs or handles that are secure. All doors must open and close freely ----- _____
14. 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. Guardrails are required for steps or platforms 30" or over ----- _____
15. All furnished major appliances must be cleaned and operable ----- _____

16. No leaks in any faucet or under the sinks ----- _____
17. No deadbolts are to be used unless thumb latch ----- _____
18. Outside sheds must have locks/latches installed ----- _____
19. All closet poles and/or shelves must be secured ----- _____
20. All sliding closet doors must have door guides ----- _____
21. On all wood burning stoves and fireplaces, the applicant must show proof of cleaning and inspection approval ----- _____
22. All stoves and fireplaces must be cleaned at least once a year prior to October 1st ----- _____
23. Heating systems must be safe, and supply sufficient heating during the period from Oct. 1ST to May 15th. ----- _____
24. If the house has well water, a Water Analysis Certification from the Monmouth Regional Health Department is required WITH THE APPLICATION FOR A CERTIFICATE OF OCCUPANCY _____
25. There shall be ground fault breakers in all wet areas (all exteriors, kitchens, baths, laundries, basements, garages,etc.) ----- _____
26. Clean exhaust fans. ----- _____
27. Clean sinks and counter tops ----- _____
28. Clean and repair faucets ----- _____
29. Clean kitchen cabinets. ----- _____
30. Clean/regROUT bath tiles ----- _____
31. Clean all bath fixtures ----- _____
32. Clean/replace light glass ----- _____
33. Repair/replace door sills ----- _____
34. Clean staircases ----- _____
35. Hot water tanks ----- _____

- 36. Hard wood floors-----
- 37. Kitchen floor-----
- 38. Bath wall heater -----
- 39. Air conditioners -----
- 40. Carbon Monoxide alarms shall be provided for each dwelling containing a fuel burning appliance and/or attached garage. The alarm must be located outside of all bedroom areas -----
- 41. All homes require a 2A:10BC fire extinguisher to be mounted in or within 10 feet of the kitchen area closest to an exit. Mobile homes require fire extinguishers (2) mounted by each exit door. -----
- 42. A copy of a current title is required for mobile homes. -----

NOTE: 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.