



**BOROUGH OF EATONTOWN  
Building-Housing Department**

47 Broad Street  
Eatontown NJ 07724

**APPLICATION FOR CERTIFICATE OF OCCUPANCY  
MULTIPLE DWELLING**

Certificate of Occupancy #\_\_\_\_\_ Date\_\_\_\_\_

*Please Print*

APPLICATION IS HEREBY MADE FOR AN INSPECTION OF THE FOLLOWING DWELLING UNIT AND ISSUANCE OF A CERTIFICATE OF OCCUPANCY AS REQUIRED BY THE BOROUGH ORDINANCE NO. 116.

Complex Name\_\_\_\_\_

Unit to be inspected \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_ Number of occupants \_\_\_\_\_

Name of prospective occupants\_\_\_\_\_

\_\_\_\_\_

Square footage of apartment \_\_\_\_\_ sq/ft

Anticipated move-in-date \_\_\_\_\_

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

Telephone \_\_\_\_\_ Date \_\_\_\_\_

*A FEE OF \$30.00 PER UNIT MUST BE PAID AT THE TIME OF APPLICATION.  
PAYMENT MAY BE MADE BY CHECK OR MONEY ORDER TO THE "BOROUGH  
OF EATONTOWN". FAILURE TO MAKE APPLICATION FOR INSPECTION AND  
ISSUANCE OF CERTIFICATE OF OCCUPANCY FOR EACH NEW OCCUPANT  
OF A DWELLING IS PUNISHABLE BY A FINE NOT TO EXCEED \$1250.00 OR  
90 DAYS IMPRISONMENT OR BOTH.*

**FOR DEPARTMENT USE ONLY:**

\$30.00 Fee Received By \_\_\_\_\_ Date \_\_\_\_\_

Type of Payment (Check, Cash, Money Order) Check #\_\_\_\_\_

Inspected By \_\_\_\_\_

## Official Signature For The Bureau of Housing Inspections

Comments \_\_\_\_\_

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Prospective Tenants and  
Ages: \_\_\_\_\_

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## 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  
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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 15<sup>th</sup> -----

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.*