



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 _____

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.