



**DEPARTMENT OF CODE
ENFORCEMENT
BUILDING - HOUSING**

47 Broad Street
Eatontown, NJ 07724
Phone: (732) 389-7616
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.

**\$35.00 FEE REQUIRED
FOR ALL REINSPECTIONS
ORDINANCE 116.9 (1) (b)**



Borough of Eatontown
Housing Department
47 Broad Street
Eatontown, NJ 07724
Phone: 732-389-7616
Fax: 732-935-1822

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 AND THE APPLICATION MUST BE BROUGHT TO THE INSPECTION SIGHT. 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, install anti-tip bracket _____
6. Clean refrigerator. Refrigerator and stove must be furnished by the owner.. _____
7. Clean exhaust fan..... _____
8. Clean sink & countertop..... _____
9. No leaks in any faucet or under sink/drains must be hard piped.(No flex pipes)..... _____
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 and carbon monoxide alarms MUST be up and working (see NOTE below). Detectors over 10 years old must be replaced. All homes that have battery operated smoke detectors must be changed to 10Year sealed battery detectors. Smoke detectors must 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 (within six feet of water source). This includes (bath, kitchen, basement, garage, exterior, etc.)....._____

23. Hot water tank....._____

24. Seal all 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.& privacy locks....._____

34. All windows must open and close freely, and lock_____

35. Sliding entry and privacy doors must have knobs or handles that are secure. All doors must open and close freely and lock...._____

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. No deadbolts are to be used unless it has a thumb latch.....

38. All closets, poles and/or shelves must be secured.....

39. All sliding closet doors must have door guides and open easily.....

40. Heating system must be safe, and provide sufficient heating during the period from October 1st to May 15th.....

41. A chimney certification is required for any fuel burning fireplace or wood burning stove and must state that the chimney is clean and operating properly.....

42. Two or more apartments sharing a common hallway must have a door closure on apartment door.....

43. 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, but within 10 feet.....

44. 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.....

45. Landlord registration statements must be filed with the Borough Clerks Office to Obtain a C/O.

46. A copy of the lease must be presented to obtain a C/O. The lease must be for a minimum of 12 months.

NOTES: 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.

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

This list is not all-inclusive and certain circumstances will be determined by the appropriate inspectors. The checklist above is a compilation of the various codes used by the Borough of Eatontown, NJ Housing Code, Uniform Fire Code, Uniform Construction Code, International Property Maintenance, NJ Regulations for the Maintenance of Hotels and Multiple Dwellings and all Ordinances listed in the Code Book for the Borough of Eatontown.

Any current Building/Zoning permits and any work found on the inspection that needs permits must be completed by the property owner before a Certificate of Occupancy will be issued.