



**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  
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 \_\_\_\_\_

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Prospective Occupants and  
Ages: \_\_\_\_\_

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SINGLE FAMILY HOUSES

Address \_\_\_\_\_ Check off when work is complete

1. House completely cleaned inside and out. Replace any rotted siding or trim and paint 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 covers \_\_\_\_\_
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 damaged 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. All battery smoke detectors must be 10 year sealed units..... \_\_\_\_\_
7. **All utilities must be turned on (Water,electric,gas,etc.) and all items connected to those systems must function as designed...** \_\_\_\_\_
8. All heat outlets must be permanent and secured to wall..... \_\_\_\_\_
9. All bedrooms and bathrooms must have privacy doors and privacy locks. No keyed locks on interior 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, no broken seals, properly glazed, with proper locking devices and knobs or hand cranks..... \_\_\_\_\_
12. All windows must open and close freely, and lock..... \_\_\_\_\_
13. Sliding entry and privacy doors must have knobs or handles that are secure. All doors must open and close freely and lock..... \_\_\_\_\_

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. Stoves require an anti-tip bracket..... \_\_\_\_\_
16. No leaks in any faucet or under the sinks. Flex pipes are not allowed..... \_\_\_\_\_
17. No deadbolts are to be used unless with a thumb latch.. \_\_\_\_\_
18. Outside sheds must have latches installed..... \_\_\_\_\_
19. All closet poles and/or shelves must be secured..... \_\_\_\_\_
20. All sliding closet doors must have door guides..... \_\_\_\_\_
21. On all fuel 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. 1<sup>ST</sup> 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 and areas susceptible to moisture(all exteriors, kitchens, baths, laundries, basements, garages,etc.)..... \_\_\_\_\_
26. Clean exhaust fans..... \_\_\_\_\_
27. Clean sinks, counter tops, & cabinets..... \_\_\_\_\_
28. Clean and repair faucets..... \_\_\_\_\_

- 29. Clean/regROUT bath tiles.....\_\_\_\_\_
- 30. Clean all bath fixtures.....\_\_\_\_\_
- 31. Clean/replace light glass.....\_\_\_\_\_
- 32. Repair/replace door sills.....\_\_\_\_\_
- 33. Clean staircases.....\_\_\_\_\_
- 34. Hot water tanks(no leaks).....\_\_\_\_\_
- 35. Hard wood floors.....\_\_\_\_\_
- 36. Kitchen floor.....\_\_\_\_\_
- 37. Bath wall heater.....\_\_\_\_\_
- 38. Air conditioners.....\_\_\_\_\_
- 39. Carbon Monoxide alarms shall be provided for any dwelling containing a fuel burning appliance and/or attached garage. The alarm must be located outside of all bedroom areas.....\_\_\_\_\_
- 40. 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.....\_\_\_\_\_
- 41. A copy of a current title is required for mobile homes. \_\_\_\_\_
- 42. Sump pumps must discharge to the exterior of the property. not the sewer line.....\_\_\_\_\_
- 43. All residences must have a house number on the home 4 inches or larger.

NOTE: 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 the 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**

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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.