



Certificate of Occupancy Application

Cover Sheet

42 Shore Drive

Highlands, NJ 07732

County of Monmouth

Phone (732) 872-1224 ext. 204 Fax (732) 872-0670

www.highlandsborough.org

Please complete the enclosed application and **PRINT** clearly.

Please note the following information:

- Certificate of Occupancy Inspections are performed during regular business hours, by appointment only.
- Someone shall be present during inspections to allow access for the inspectors. We do not accept keys to the property.
- Appointments can be scheduled by phone, email, or in person at the borough office.
- **YOU MUST SUBMIT A FLOOR PLAN FOR EACH DWELLING.**
- The floor plan shall depict the number, dimensions and location of each room in the unit identifying each room, including both its designed and actual use. No space shall be used for sleeping purposes which has not been so designated as a sleeping area on the sketch provided by the owner and approved by the Housing Official.
- **UTILITIES MUST BE TURNED ON DURING INSPECTION.**

Fee Schedule:

Certificate of Occupancy Fee	\$100.00
Commercial Certificate of Occupancy "CCO" (1 st Inspection)	\$225.00
CCO subcode reinspection	\$ 50.00

Fire Inspection Fee:

- Any request for smoke detector inspection compliance with a scheduled appointment made **10 business days** prior to inspection. **\$45.00**
- Any request for smoke detector inspection compliance with a scheduled appointment made **4 to 9 business days** prior to inspection. **\$90.00**
- Any request for smoke detector inspection compliance with a scheduled appointment made **less than 4 business days** prior to inspection. **\$125.00**
- In addition, if a scheduled appointment is not met by the owner/appointee and/or there is a failure to have properly installed or have operating smoke detectors in accordance with the Uniform Fire Code, a **Fee will be added for each re-inspection.** **\$25.00**

Re-Inspection (C/O violations)	\$50.00
Re-reinspection of a Re-Inspection (C/O violations)	\$75.00
No Show at Requested Inspection, Re-Inspection Fee (15-minute wait)	\$80.00
No Show Re-Inspection Fee (15-minute wait)	\$100.00
Title Transfer	\$75.00
Replacement of Lost Inspection Certificate by Applicant	\$10.00

Please do not combine fee payments. Separate checks or cash amounts must be submitted for each fee.



Application for Certificate of Occupancy

Borough of Highlands
42 Shore Drive
Highlands, NJ 07732
Phone (732) 872-1224 ext. 204
Fax (732) 872-0670

PROPERTY INFORMATION

Sale Block # _____ Lot # _____

Rental Property Address: _____ Apt or unit #: _____

Total Number of Units _____

Pre-Inspection

Total # of Adults _____ Total # of Children _____ # of Bedrooms _____

SELLER / LANDLORD INFORMATION

Name _____ Phone _____

Street _____ City _____ State _____ Zip _____

BUYER / TENANT INFORMATION

Name _____ Phone _____

Street _____ City _____ State _____ Zip _____

Complete the following information for all occupants including children:

	<u>NAME</u>	<u>GENDER</u>	<u>DATE OF BIRTH</u>	<u>AGE</u>
#1	_____	_____	_____	_____
#2	_____	_____	_____	_____
#3	_____	_____	_____	_____
#4	_____	_____	_____	_____
#5	_____	_____	_____	_____
#6	_____	_____	_____	_____

ALL INFORMATION MUST BE FULLY COMPLETED



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Borough of Highlands

42 Shore Drive

Highlands, NJ 07732

Phone (732) 872-1224 ext. 204 Fax (732) 872-0670

OWNERS' CERTIFICATION

I, as the landlord/owner/agent of the subject property, agree to keep all areas of the property that are under my control, in a reasonably safe and sanitary condition so as to not endanger the lives or well-being of my tenants or other residents of the Borough of Highlands.

I understand occupancy of this unit before an inspection has been performed and completed is illegal and a violation of borough ordinances and as such, is punishable by municipal summonses. I understand illegal and unsafe living conditions are not acceptable to the borough and I am responsible for such conditions created directly myself.

I hereby certify that the information provided is true to the best of my knowledge and I know that if the information provided is willfully wrong that I am subject to a fine.

Signature

Email

Date

Phone

FOR BUILDING DEPARTMENT SECRETARY USE

Amount Paid: _____ Cash: _____ Check# _____

Check# _____

Floor Plan Provided: Yes No

Pick Up C/O

Mail C/O

Email C/O

FOR HOUSING OFFICIAL USE

Approved

Signature

Date

VIOLATIONS

1. _____

6. _____

2. _____

7. _____

3. _____

8. _____

4. _____

9. _____

5. _____

10. _____



Certificate of Continuing Occupancy

Borough of Highlands

42 Shore Drive, Highlands, NJ 07732

Phone (732) 872-1224 ext. 204

Fax (732) 872-0670

This checklist is to be utilized by residents as a convenience and does not supersede codes.

The certificate of continued occupancy inspection regarding the conditions of structures and/or appurtenant systems are based solely on interpretive determinations pursuant to visual observations or where applicable, brief operation of subject equipment.

The certificate of continued occupancy inspection will include, but is not limited to the following areas:

EXTERIOR OF BUILDING

1. Condition of gutters, downspouts, and leaders.
2. Condition of the sidewalks, driveway, apron and handrails.
3. Condition of accessory structures i.e. sheds, fences.
4. All windows and doors in habitable rooms must have screens in good condition.
5. Condition of chimney and flashing.
6. Condition of siding of structure (paint, brick, stucco finishing).
7. All exterior and interior stair which have four (4) or more risers or more than 30 inches above ground level must have handrails.
8. Grounds around buildings must be free of debris, garbage and rubbish.
9. Provide symbols for address on front of house or mailbox (min 3" high).

INTERIOR OF BUILDING

- 1) Every habitable space shall contain at least two (2) separate receptacles (unless pre-existing).
- 2) Check for lighting fixtures in hallways, stairways, bathrooms, laundry rooms and furnace rooms.
- 3) Check electrical system. GFI (ground fault interrupter switches) are required in kitchen, bathroom(s), and laundry room.
- 4) All windows are to be operable
- 5) All broken or crack windows must be replaced.
- 6) Check for excess debris in attic, basement and throughout the house.
- 7) All interior surface must be in good, clean and sanitary condition.
- 8) Check all plumbing fixtures for leaks.
- 9) Gas stove and gas dryer must have shut-off valve behind each appliance.
- 10) Hot water heater must have approved pressure relief valve and extension 8" from floor.
- 11) Check for ventilation in bathrooms.
- 12) Stove must be clean and in proper working condition.
- 13) One smoke alarm shall be located on each level of the home including the basement and outside each sleeping area within 10 feet of the bedroom(s). One smoke alarm shall be located inside each bedroom.
 - a) Battery smoke alarms – Only ten-year sealed battery powered single station smoke alarms shall be accepted as meeting the requirement however A/C- powered single or multiple- station smoke alarms shall not be replaced with battery- powered smoke alarms.
 - b) A/C- powered smoke alarms shall be accepted as meeting this requirement. All smoke alarms shall not be more than ten years old.
- 14) Single station carbon monoxide alarms shall be installed and maintained within 10 feet of the bedroom of the sleeping area (s). Carbon monoxide alarms may be battery- operated, hard-wire or of the plug- in type. Combination Carbon Monoxide/Smoke Alarms are acceptable, as long as all requirements are met. Carbon Monoxide Alarms installed as hard-wired at time of construction or rehabilitation shall remain so.
- 15) Fire extinguishers shall be an approved listed and labeled type with a rating of 2A-10B:C and no more than 10 pounds. The extinguisher shall be within 10 feet of the kitchen and located in the path of egress. The top of the extinguisher shall not be mounted more than five feet above the floor. The extinguisher shall be readily accessible and not obstructed from view.

All utilities, gas, water, and electric must be operating for inspection.

By issuance of the certificate of continued occupancy, neither the borough nor any of its officers or employees assumes any liability neither expressed nor implied in connection therewith.



Change/Transfer of Title Request

42 Shore Drive
Highlands, NJ 07732
County of Monmouth
Phone (732) 872-1224 Ext 204
Fax (732) 872-0670
www.highlandsborough.org

Date: _____

Owner Information

Name _____
Street _____ City _____ State _____ Zip _____
Phone _____ Email _____

Property Information

Address _____ Block _____ Lot _____

Buyer Information

Name _____
Street _____ City _____ State _____ Zip _____
Phone _____ Email _____

I understand that the "change/transfer of title" means the property is being sold "as is" to the new buyer. I further understand that before any person moves into the building, a complete certificate of continuing Occupancy inspection must be performed and completed by the Housing Official.

Signature: _____ Date: _____

- a) Failure to follow these regulations will result in a summons and possible eviction.
- b) There is an inspection checklist attached to the CO application.

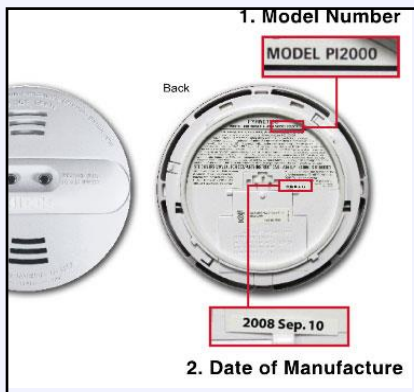
NEW JERSEY RESIDENTIAL SMOKE ALARM REQUIREMENTS



BATTERY OPERATED SMOKE ALARMS ARE REQUIRED TO HAVE A TEN-YEAR SEALED BATTERY

(EFFECTIVE JANUARY 1ST 2019)

- HARD-WIRED (AC-POWERED) SMOKE ALARMS ARE NOT REQUIRED TO HAVE 10-YEAR BATTERY BACK-UP POWER



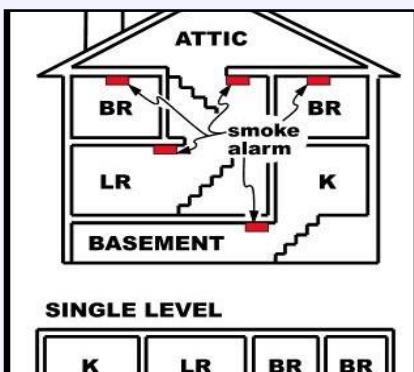
ALL SMOKE ALARMS SHALL NOT BE MORE THAN TEN YEARS OLD.

-Check the manufactured date on the back (if there is no date, it is way too old)



EXISTING HARD-WIRED SMOKE ALARMS AND INTER-CONNECTED SMOKE ALARMS MUST BE MAINTAINED

-THEY CANNOT BE REPLACED WITH BATTERY-ONLY SMOKE ALARMS



MINIMUM REQUIREMENT FOR SMOKE ALARMS

- 10-YEAR SEALED BATTERY-POWERED SMOKE ALARMS SHALL BE INSTALLED:
1. ON EACH LEVEL OF THE PREMISIS
 2. WITHIN 10 FEET OF EACH SLEEPING AREA

ALL DETECTORS MUST BE LOCATED AS PER MANUFACTURER'S SECIFICATIONS THIS MINIMUM REQUIREMENT IS TYPICALLY ONLY FOR HOMES BUILT BEFORE 1977* .

*THE CODE AT THE TIME OF CONSTRUCTION OR REHABILITATION DETERMINES TYPE OF SMOKE ALARMS REQUIRED, AS WELL AS PLACEMENT. HARD-WIRED, INTERCONNECTED SMOKE ALARMS, SHALL NOT BE REPLACED WITH BATTERY-POWERED SMOKE ALARMS.

NEW JERSEY RESIDENTIAL CARBON MONOXIDE ALARM REQUIREMENTS



**PLUG-IN
CARBON
MONOXIDE
ALARM**



**BATTERY-
OPERATED
CARBON
MONOXIDE
ALARM**



**HARD-
WIRED
CARBON
MONOXIDE
ALARM**

CARBON MONOXIDE ALARMS SHALL BE INSTALLED, BY ANY ONE OF THESE METHODS, IN THE IMMEDIATE VICINITY OF EACH SLEEPING AREA.

- Combination Carbon Monoxide/Smoke Alarms are acceptable, as long as all requirements are met.
- Carbon Monoxide Alarms installed as hard-wired at time of construction or rehabilitation shall remain so.



CARBON MONOXIDE ALARMS MUST BE MAINTAINED
Shall be replaced when manufacturer's replacement date is reached

THIS GUIDANCE DOCUMENT IS TO ASSIST IN PREPARATION OF AN INSPECTION, REQUIRED IN ORDER TO OBTAIN A FIRE CERTIFICATE OF INSPECTION, AS PART OF THE CONTINUED CERTIFICATE OF OCCUPANCY PROCESS AT THE CHANGE OF OCCUPANCY FOR RESIDENTIAL PURPOSE.

THE COMPLETE STATE REQUIREMENT FOR CARBON MONOXIDE ALARMS CAN BE FOUND IN THE NEW JERSEY UNIFORM FIRE CODE: N.J.A.C. 5:70-4.19.

NEW JERSEY RESIDENTIAL FIRE EXTINGUISHER REQUIREMENTS

1

**FIRE EXTINGUISHER MUST HAVE A
MINIMUM RATING OF**

2A - 10B:C

AND BE NO MORE THAN 10 POUNDS

FOR EXAMPLE: 3-A:40-B:C rated fire extinguisher
would also be acceptable



2

FIRE EXTINGUISHER MUST BE MOUNTED

- MUST BE ACCESSIBLE & VISIBLE, NOT BEHIND CLOSED DOOR OR CABINET
- SHALL BE WITHIN 10 FEET OF KITCHEN
- LOCATED IN THE PATH OF EGRESS (TOWARDS AN EXIT)
- MUST USE THE MANUFACTURER'S MOUNTING BRACKET
- TOP OF EXTINGUISHER NOT MORE THAN 5 FEET ABOVE FLOOR



3

FIRE EXTINGUISHER MUST BE OPERABLE

- EXTINGUISHER GAUGE SHALL INDICATE A FULL CHARGE
- EXTINGUISHER SHALL BE SERVICED & TAGGED BY SERVICE CONTRACTOR WITHIN THE PAST 12 MONTHS
- OR THE SELLER MUST HAVE A RECEIPT FOR RECENTLY PURCHASED EXTINGUISHER



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