



Borough of Highlands
151 Navesink Ave.
Highlands, NJ 07732
Phone (732) 872-1224
Fax (732) 872-0670
www.highlandsborough.org

Residential Certificate of Occupancy Application Cover Sheet

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: Non-refundable

Certificate of Occupancy Fee + Fire Inspection	\$145.00
CCO subcode reinspection	\$ 50.00

Extra Fee for Expedited Application: Non-refundable

- > Any request for Certificate of Occupancy made **2 - 4 business days** of completed application submission, additional **\$45.00**
- > Any request for Certificate of Occupancy made **1-2 business days** of completed application submission, additional **\$80.00**

Other Fees:

Re-Inspection (C/O violations)	\$50.00
Re-inspection 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



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BOROUGH OF HIGHLANDS CERTIFICATE OF OCCUPANCY AFFIDAVIT

Once issued, a Certificate is not transferable, nor is a fee refundable. If the change of title or change of occupancy does not occur within 30 days, a new application shall be required.

WHERE TO LOCATE SMOKE ALARMS:

Detectors are to be located on every level of a residence, (basement, first floor, second floor) excluding crawl spaces and unfinished attics, and in every separate sleeping area, between sleeping areas and living areas such as the kitchen, garage, basement or utility room. In homes with only one sleeping area on one floor, a detector is to be placed in the hallway outside each sleeping areas as shown in smoke alarm document. In single floor homes with two separate sleeping areas, two detectors are required, outside each sleeping areas as shown in smoke alarm document. In multi-level homes, detectors are to be located outside sleeping areas and in each sleeping room and at every finished level of the home as shown in smoke alarm document. Basement level detectors are to be located in close proximity to the bottom of basement stairwells as shown in smoke alarm document.

WHERE NOT TO LOCATE SMOKE ALARMS:

To avoid false alarms and/or improper operation, avoid installation of smoke detectors in the following areas:

Kitchens-smoke from cooking may cause nuisance alarm.

Bathrooms -excessive steam from a shower may cause a nuisance alarm.

Near forced air ducts-used for heating or air conditioning-air movement may prevent smoke from reaching detector.

Near furnaces of any type-air and dust movement and normal combustion products may cause a nuisance alarm.

The 4 inch "Dead Air" space where the ceiling meets the wall.

The peak of an "A" frame type of ceiling-"Dead Air" at the top may prevent smoke from reaching detector.

WHERE TO LOCATE CARBON MONOXIDE ALARMS:

Carbon monoxide alarms are to be located in every separate sleeping area per NFPA 720 and manufacturer's recommendations.

Combination carbon monoxide alarms are acceptable as long as all requirements are met.

WHERE TO LOCATE FIRE EXTINGUISHER:

Within 10 feet of the kitchen and located in the exit or travel path; and is visible and in a readily accessible location. The top of the fire extinguisher is not more than 5 feet above the floor and is mounted using manufacturer's hanger or brackets. Minimum size of 2A:10B:C and weigh no more than 10 pounds, is accompanied with the owner's manual or with the proper written instructions. The extinguisher is listed, labeled, charged and operable. The extinguisher must have been serviced and tagged by a contractor certified by the New Jersey Division of Fire Safety within the past 12 months or seller must provide a recent proof of purchasing receipt.



Application for Residential Certificate of Occupancy

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Email: _____

PROPERTY INFORMATION

<input type="checkbox"/> Sale	Block # _____	Lot # _____
<input type="checkbox"/> Rental	Property Address: _____	Apt or unit #: _____
Total Number of Units _____		
<input type="checkbox"/> 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> <small>of tenants under 18yrs old</small>	<u>AGE</u>
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
#3 _____	_____	_____	_____
#4 _____	_____	_____	_____
#5 _____	_____	_____	_____
#6 _____	_____	_____	_____

ALL INFORMATION MUST BE FULLY COMPLETED



Application for Residential Certificate of Occupancy

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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# _____ Posted: _____

Floor Plan Provided: Yes No

Pick Up C/O

Email C/O

FOR HOUSING OFFICAL USE

Approved

Signature

Date

VIOLATIONS

1. _____

6. _____

2. _____

7. _____

3. _____

8. _____

4. _____

9. _____

5. _____

10. _____



Certificate of Continuing Occupancy
Borough of Highlands
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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.



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Change/Transfer of Title Request

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.

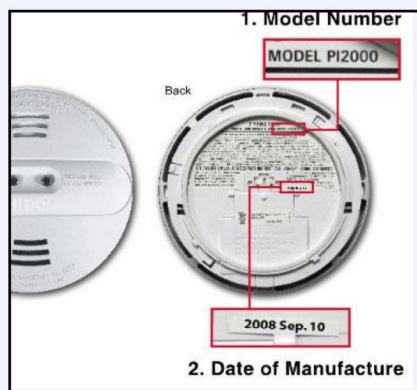
NEW JERSEY RESIDENTIAL SMOKE ALARM REQUIREMENTS



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



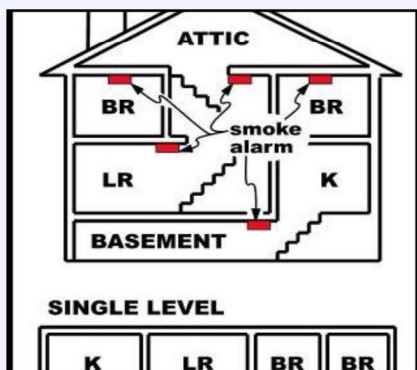
ALL SMOKE ALARMS SHALL NOT BE MORE THAN TEN YEARS OLD.

-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
3. IN EACH SLEEPING ROOM

ALL DETECTORS MUST BE LOCATED AS PER MANUFACTURER'S SPECIFICATIONS
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. 5:27-4.19.

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

