Borough of Freehold

Code Enforcement Office

51 West Main Street

Freehold, NJ 07728

732-462-4903

**APPLICATION FOR RESIDENTIAL CERTIFICATE OF CONTINUED OCCUPANCY & SMOKE DETECTOR CERTIFICATE**

Date:_____

1) Address of property to be inspected: _____
2) Name of Current Property Owner: _____
3) Address of the Current Property Owner:_____
4) Owner Phone #: Cell:_____ Home:_____Email:_____
5) Property is a: ____ Single Family Home ____ Two Family Home ____ Multiple Dwelling _____Other
6) Number of Bedrooms: _____ Number of Bathrooms: _____ Sq. Ft. of dwelling: _____
7) Change of Occupancy because of: _____Sale(tentative closing date_____) _____ Rental
8) Name of NEW tenant or buyer: _____
9) Present address of tenant or buyer: _____
10) Current Use of Property: _____ Owner Occupied _____ Rental _____ Other
    If other please explain: _____
11) **RENTALS ONLY:** Number of Tenants: _____ Landlord Registration on file: _____Yes _____No
12) Name, Address and phone number of the person (over 18) who is responsible and may be contacted regarding the inspection and may receive notices:_____

**Note: Certificate of Continued Occupancy Expiration Dates: Sale-90 Days from initial inspection Rental- 30 Days**

_____Date:_____

Property Owner or Authorized Agent of the Owner Signature

_____**Office Use Only**_____

**( ) NO OPEN PERMITS**

**APPLICATION #:** _____

**Inspections Fees:**

$75 Apartments (Multiple Dwelling Units)

$100 1&2 Family Dwellings (including Condo/Townhouse)

**Expedited Inspection (3 days or less) $100 SURCHARGE Pending Availability**

**1st Re-Inspection**: NO CHARGE **Subsequent Re-Inspections**: $150 per re-inspection

**-----Cash, Checks or Money Orders Only ------- Please make Checks Payable to "Borough of Freehold"-------**

Payment Method: _____ Cash _____(Check# ) _____ (MO# )

Inspection Date: _____ Inspector: _____ Pass _____ Fail_____Conditional_____

1st Re-Inspection: _____ Inspector: _____ Pass _____ Fail _____ Conditional _____

Subsequent Re- Inspection:_____ Inspector: _____Pass_____Fail _____ Conditional _____

Subsequent Re-Inspection:_____ Inspector:_____Pass_____Fail_____Conditional_____

# Freehold Borough Code Enforcement
# Continued Certificate of Occupancy
# Residential Checklist

**Exterior Area:**

-All exterior property areas and premises shall be maintained in a clean, safe and sanitary condition free from accumulation of rubbish or garbage. Garbage shall be stored in leak proof containers with tight fitting covers.

-All bushes, hedges and grass shall be attractively trimmed not to exceed 6" of overgrowth. Plant growth which is detrimental to public health and welfare shall be removed.

-Sidewalks, driveway and driveway aprons shall be kept in the proper state of repair, free from cracks, raised sections or other trip hazards.

-Accessory structures including garages, sheds, fences, retaining walls and pools shall be structurally sound and maintained in workmanlike condition.

**Exterior Structure:**

-All exterior surfaces of the structure including exterior walls, roofs, and foundations shall maintained structurally sound, water tight, free from deterioration, cracks, holes, loose or rotting boards and shall be maintained in a workmanlike state of maintenance/repair.

-Exterior surfaces shall be properly weather proofed. Any chipping paint shall be scraped and repainted.

-All chimneys shall be maintained structurally sound and in good condition free from any cracks in the outer walls or inner lining. Chimneys serving fireplaces requires chimney caps to be properly installed at the top of the chimney.

-Porches, decks, stairs, guardrails and handrails shall be maintained structurally safe, sound and in good repair. Handrails are required on stairs which has 3 or more risers and guardrail are required to surround porches, decks, balconies and landing more than 30" above grade. Railings shall be constructed as per the local building code.

-Exterior areas of the structures shall be animal and rodent proofed.

-All doors and windows shall be weather tight and maintained to exclude rain and wind from entering the structure. Cracked or broken glazing or hardware shall be replaced.

-All openable windows shall open and close with ease, stay in the open position without the use of an object or special tool and be provided with approved insect screens.

-All structures require building/house numbers at least 3" in height clearly visible from the street or roadway.

**Interior Structure:**

-The interior of the structure and its equipment shall be maintained structurally sound and in clean, safe and sanitary condition so as not to pose a threat to the health and safety of the occupants.

-Floors, walls, ceilings, doors, windows and other interior surfaces shall be maintained in good, clean and sanitary condition. Peeling paint, cracked or loose plaster, decayed wood and other defects shall be eliminated.

-Kitchen and bathroom floors shall be constructed and maintained to resist the penetration of water and easily kept in a clean and sanitary condition.

-All structures shall be kept free of rodent and insect infestation.

-Windows and doors shall be maintained in the proper state of repair. Emergency exit doors and windows shall be capable of easily opening/exiting without the use of a key, tool or special knowledge.

-Bathrooms which do not have windows shall be equipped with mechanical ventilation.

**Plumbing:**

-All plumbing fixtures shall be maintained in a safe and useable condition. Fixtures shall be supplied with hot and cold running water.

-Water supply lines, plumbing fixtures, vents and drains shall be properly installed connected and maintained in working order and shall be kept free of obstructions, leaks, defects and capable of performing the function for which they are designed.

-All Rentals requires new toilet seat for all new tenancy

**Electric:**

-All electric equipment, devices, wiring and appliances shall be installed and maintained in a safe manner in accordance with all applicable laws.

-Every habitable room of a dwelling unit and every guest room shall contain at least two separate and remote outlets, one of which may be a ceiling or wall type electric light fixture. Kitchens require at least three separate and remote outlets and one ceiling or wall type light fixture shall be provided. Every hallway, bathroom, laundry room and furnace room shall contain an electric light fixture. In addition to a light fixture, bathrooms and laundry rooms shall be provided with at least one electric outlet. GFI outlets are required in bathrooms and any outlet installed within six feet of a sink.

**Heating:**

-Heating & Hot Water Heater Certification is required to be filled out by a licensed plumber or certified heating contractor attesting that the supplied heating equipment is maintained, vented properly and in good working order. Supplied equipment shall be serviced annually.

-Heating requirement: Every dwelling, habitable room and bathroom shall be provided with heating equipment capable of maintaining a room temperature of at least 65 degrees F. This is measured at a point three feet from an exterior wall and three feet above the floor. Portable space heaters are not permitted to achieve this requirement.

-Cooking, heating and other supplied appliances shall be maintained in safe working condition and the proper state of repair.

-All fire places must have a Chimney Certification

**Smoke Detector & Carbon Monoxide Detector Compliance:**

-Smoke detectors are required to be installed on every level of the home including basements and finished attics and within ten feet of sleeping rooms. They should be mounted to the ceiling. (See attached diagram) All battery operated smoke alarms must be 10 year sealed.

-Carbon Monoxide Detector in compliance with UL 2034 shall be installed near sleeping rooms in homes that contain fuel-burning appliances or have attached garages.

-Homes equipped with hard-wired or inter connected smoke detectors shall be maintained in accordance with the building code.

**Fire Extinguisher requirement:**

-NFPA recommends that one & two family homes be equipped with a fire extinguisher at minimum **rated 2A:10B: C** mounted in the vicinity of the kitchen on a path of egress travel. It shall be rated for residential use and not more than 10 pounds of the year.

- The extinguisher shall be maintained, visible and readily accessible to use at all times.

-The top of the extinguisher shall not be located more than 5 feet above the floor.

**General Information:**

**-Briarwood West Condominium and Patriot's Point are required to have Dryer Vent Certifications.**
**-This is a visual inspection and is not intended to certify any heating equipment, electrical or plumbing fixtures other than visual defects.**
**-C/O Expiration Dates: 90 days from initial inspection for sales; 30 days for rentals**

**-2nd re-inspection and re-inspections there after will have a $150 charge per inspection**
**-Rental units shall be vacant and with no furniture present at time of inspection.**