

Borough of Freehold  
Code Enforcement Office  
30 Mechanic 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**

1<sup>st</sup> 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 \_\_\_\_\_

1<sup>st</sup> Re-Inspection: \_\_\_\_\_ Inspector: \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_ Conditional \_\_\_\_\_

Subsequent Re-Inspection: \_\_\_\_\_ Inspector: \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_ Conditional \_\_\_\_\_

Subsequent Re-Inspection: \_\_\_\_\_ Inspector: \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_ Conditional \_\_\_\_\_

HEATING SYSTEM & HOT WATER HEATER CERTIFICATION

DATE \_\_\_\_\_

ADDRESS OF PROPERTY \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

OWNER OF PROPERTY \_\_\_\_\_

COMPANY CERTIFYING HEATING & HOT WATER HEATER \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

**THIS IS TO CERTIFY THAT A QUALIFIED TECHNICIAN FOR THE ABOVE NAMED COMPANY HAS INSPECTED THE HEATING SYSTEM AND HOT WATER HEATER AT THE ABOVE CAPTIONED ADDRESS.**

The above system has \_\_\_\_\_ Passed \_\_\_\_\_ Failed

\_\_\_\_\_ Tested existing heating unit under operating conditions for work, defective and missing parts; including all lines, ducts, thermostats, fuel tank, convectors, radiators, valves, grilles, gauges, registers, fittings, dampers and flue. Check flue for gas leaks (carbon monoxide and sulfur dioxide). Flue meets code and clearance requirements for this type of heating unit and hot water heater. The system is capable of providing at least 65 degrees inside temperature when outside is zero degrees.

\_\_\_\_\_ Check here if the above system was not in good and safe operating condition at the time of inspection and itemize below all parts and/or replacements which would be necessary to put in good and safe operating condition, including any repairs to the system.

MODEL # \_\_\_\_\_  
SERIAL # \_\_\_\_\_  
MAKE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Technician \_\_\_\_\_ Date \_\_\_\_\_

## **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

**-2<sup>nd</sup> 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.**

**FREEHOLD AREA  
HEALTH DEPARTMENT**

*SERVING*  
FREEHOLD BOROUGH \* FREEHOLD TOWNSHIP  
MANALAPAN TOWNSHIP \* WALL TOWNSHIP

1 MUNICIPAL PLAZA  
FREEHOLD, NJ 07728

TELEPHONE: 732-294-2060  
FAX: 732-462-2340

**LEAD SAFE CERTIFICATION FOR DWELLINGS CONSTRUCTED  
BEFORE 1978**

As per Freehold Borough Ordinance 8.56.285, Lead Based Paint Poisoning Prevention, all owners of residential properties or units constructed prior to 1978 that are changing ownership or occupancy, must apply for a certification of clearance from the Freehold Area Health Department.

The procedures to obtain a certification of clearance from the Freehold Area Health Department are as follows:

1. All applicants must complete the attached form and submit it to the Freehold Area Health Department at the address above, **AND**
2. Obtain an inspection and lead safe certification from a public or private NJ licensed Lead Inspector/Risk Assessor. Certified lead-based paint inspectors from the Freehold Area Health Department are available to conduct inspections free of charge. Inspections are scheduled for Tuesdays and Thursdays, between 9 am and 12 pm. Please call 732-294-2060 to schedule. Please note: Inspectors will need access to all rooms and the owner or a representative must be available at the time of inspection, **OR**
3. Provide original\* documentation that the property does not contain any lead-based paint, **OR**
4. Provide original\* documentation that the property had lead-based paint hazards that have been remediated.

After receiving a passing lead-safe inspection, your application will be processed by the Freehold Area Health Department. The Lead Safe Certification must be signed by the property owner or designated proxy at the Freehold Area Health Department upon issuance. Lead education will be distributed at that time and **MUST** be distributed to residents of the property.

\* Only original inspection and clearance reports will be accepted and then returned when the certification is issued.

Approved private certified lead inspectors may be found at the New Jersey Department of Community Affairs. Certifications from private contractors that are not licensed with the State will not be accepted. A private inspection is recommended should you desire a more thorough investigation.

[www.state.nj.us/dca/divisions/codes/publications/pdf\\_lead/ld\\_eval\\_contrs.pdf](http://www.state.nj.us/dca/divisions/codes/publications/pdf_lead/ld_eval_contrs.pdf)

Please note: A Lead Safe Certification is not the same as a Lead Free Certification. A Lead Free Certification shows that there is no lead paint present in the home. The Lead Free Certification is permanent and requires no further testing in the future.

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FAX: 732-462-2340

**APPLICATION FOR LEAD SAFE  
CERTIFICATION**

Name of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_

Resale       Rental       Date of anticipated occupancy: \_\_\_\_\_

A. Check all that apply:

- Property built after 1978      Year Built: \_\_\_\_\_
- Property has been tested and determined to not contain lead-based paint (attach documentation).
- Property has had lead-based paint hazards remediated (attach documentation).

B. If any of the above items are checked, no visual assessment is required.

C. If no items are checked above, a lead-based paint visual assessment is required. Please call the Health Department at 732-294-2060 to schedule an appointment.

Please note that a visual assessment will **not identify the presence of lead**, only the condition of the painted surface. **Even if the visual assessment indicates that there are no deteriorated painted surfaces, this does not mean that there is not lead in the paint.** Painted surfaces must be carefully and safely maintained unless the property was inspected for the presence of lead and no lead was found or documentation is provided showing that the lead was abated.

Signature of Owner or Designee: \_\_\_\_\_ Date: \_\_\_\_\_