

423 Warren Avenue
P.O. Box 638
Spring Lake, New Jersey 07762

Certificate of Occupancy Application Form

Rental: _____ Dates of Occupancy: _____ CO # _____
Sale: _____ Single Family: _____ *Multiple Family: _____ Closing Date: _____
Inspection Address: _____ Block _____ Lot: _____
Present Owner: _____ Telephone #: _____
Address: _____ City: _____ State: _____
Buyer/Tenant: _____ Telephone #: _____
Current Address: _____ City: _____ State: _____
Real Estate Agent/Agency: _____ Telephone #: _____
Contact person for inspection: _____ Telephone #: _____
Number of Bedrooms: _____ Number of Bathrooms: _____

Note: Completed applications must be received at least 10 days prior to inspection.
Incomplete applications or applications received with no fees will not be accepted.

FEE SCHEDULE – FEES ARE NON-REFUNDABLE

Each inspection requires one check payable to the Borough of Spring Lake

Check in the amount of -----

Apartment above store or garage:	\$50.00
Houses with up to 4 bedrooms:	\$100.00
Houses with more than 4 bedrooms:	\$150.00
Re-inspection:	\$25.00
Re-rental within 3 months of last inspection:	\$50.00

***Multiple family dwellings that are for sale only, will require a Certificate of Occupancy for each additional unit, which will require an additional fee of \$50.00 per unit.**

Owner/Agent: _____ Date: _____

FOR OFFICE USE ONLY:

Received by: _____ Fee: _____ Check #: _____
Inspected by: _____ Date: _____

****ATTENTION REALTORS & LANDLORDS****

- **Incomplete applications or applications without the appropriate fees will not be accepted.** All the information we request is important.
- Make sure the block and lot information is correct.
- Rental: **Must** include a copy of the rental/lease agreement.
- The buyer's/tenant's address is the address they are currently residing at or moving from. Include the city, state, & zip code.
- **Note that applications must be received at least 10 days prior to inspection.**
- Inspections are conducted on Mondays & Wednesdays.
- If you have any questions please contact me at 732-449-0800 ext. 613.

****COMMON VIOLATIONS****

- Front page of lease must be submitted with application.
- Smoke detector(s)-installed at each level and outside each sleeping area.
- Carbon Monoxide alarm(s)-installed outside each sleeping area.
- Fire extinguisher-Minimum 2A:10B: C rated installed with 10ft. of the kitchen and clearly visible.
- Property must be numbered (min 3 in. numbers clearly visible form the street).
- Utilities must be on and functioning properly.
- Appliances must be clean and in working order.
- Bathroom fixtures must be clean and functioning properly.
- Deadbolt locks must be keyless from the interior.
- Handrails required on all stairwells with 3 or more risers.
- Windows and doors must be operable and with screening for summer use.
- Interior surfaces of building must be clean. Peeling or cracked painted surfaces must be repaired.
- Sump pumps are not permitted to discharge into sewer system.
- Exterior of the property must be clean and in a safe condition.
- Sidewalks must be in good repair and not present a trip hazard.
- Suitable number of garbage containers must be provided.