

## Spring Lake Certificate of Occupancy Process and Rental Rules and Procedures

Ordinance 2025-006 was passed on 12/2/2025 stating the number of Residential Rental Certificate of Occupancies for any residential rental structure or unit shall not exceed **4 (four) per calendar year**.

Ordinance 2026-003 was passed on 3/10/26 increasing the inspection fees and penalty for non-compliance.

A Certificate of Occupancy (CO) is required for all rentals regardless if they are a summer, winter or annual rental. A CO is required for each new Tenant. In New Jersey, municipalities are authorized by N.J.S.A. 40:48-2.12m to require rental certificates of occupancy before a new tenant moves in, ensuring the unit meets safety and health standards. Landlords must obtain these from Spring Lake Construction Department prior to renting a unit, with inspectors checking for items like working smoke detectors, fire safety, and habitability.

A CO is required for all rentals regardless if you use a real estate agent or rent directly via an online platform such as VRBO or Airbnb.

All COs must be applied for on-line via the SDL Portal which can be found on the left hand side of the Code Enforcement website:

<https://springlakeboro.org/departments/code-enforcement>

The CO inspector abides by a Rental Inspection Checklist which you can find under FORMS & DOCUMENTS on the Code Enforcement website:

<https://springlakeboro.org/government/forms/code-enforcement/674-sales-rental-inspection-checklist/file>

### APPLYING FOR A CO:

Before applying for a CO, you must ensure you have all applicable documents ready to upload and complete.

- **LEASE:** Signed copy (by both landlord and tenant) of the lease evidencing exact start and end date of lease, address of the rental property, maximum amount of occupants, tenants' names and contact phone number for tenant in case of emergency.
- **INSURANCE:** Insurance certificate evidencing that the Landlord has liability insurance in place. As of November 3, 2022, landlords and business owners in NJ are required to carry \$500,000 in liability insurance for deaths or bodily injuries that may occur at their properties.
- **LEAD SAFE CERTIFICATE:** Required for rentals in homes built prior to 1978 and have a rental term of 180 days or greater.

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- **LANDLORD:** Identity Registration Statement Dwelling Form. This automatically populates into your application in the SDL Portal when you are applying for CO. It confirms block & lot numbers of the property as well as the Owner(s) name(s).

When your application is submitted via SDL Portal, it will be processed by the Spring Lake Construction Department. If your application is **COMPLETE** and approved with all documents attached or filled out, a payment request will automatically be sent via email. This allows payment to be made online. If preferred, a check made payable to "Borough of Spring Lake" can be dropped off at Spring Lake Construction Office in Borough Hall.

If application is missing any documents or any of the information is in question or is otherwise **INCOMPLETE**, a payment request will NOT be sent out. The Construction Office will reach out to applicant and alert them of what is missing from your application and/or what information in your application is in question. Once additional information/materials have been submitted to the Construction Office, the office can then amend the application with all proper documentation and resubmit for approval. If approved, payment request will automatically be sent out.

### **INSPECTIONS:**

Inspections **WILL NOT** be scheduled until payment is received. Upon receipt of payment, you will receive an email with the inspection date & time. A CO inspection is required prior to any tenant moving into any property. Same day appointments will not be entertained. Code enforcer needs 48 hours notice of any CO inspection requests.

If property passes the CO inspection, a printed certificate will be emailed to applicant. Every CO **MUST** be kept at the rental during Tenancy period and must be available to be presented if asked during a Tenant's rental period.

If homeowner **FAILS** the inspection – the inspector will let the homeowner know what did not pass. The homeowner needs to address whatever failed and after work has been done, homeowner must request a re-inspection and pay the reinspection fee via the Construction Office.

The code enforcer can do all CO applications for one house on one day for the entire summer. Of note: Code enforcer does **NOT** go inside of the home in between rental periods to check that smoke detectors and fire extinguisher are properly mounted and working. It is the responsibility of the Homeowner to make sure that all fire extinguishers and carbon monoxide detectors are properly mounted and working in between Tenants' rental periods.

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If during the rental period, the Code Enforcer has cause to believe a violation exists at the property, an inspection shall be made on the subject premises. If violations are found and not abated within 10 days, the rental CO shall be revoked and notice shall be sent certified mail to Owner and Tenants. Thereafter, the premises shall be immediately vacated.

If, during a 12-month period, 2 complaints are received on separate occasions of disorderly, indecent, tumultuous, noise or riotous conduct upon/in any seasonal rental premises and they have been substantiated in court, the Mayor and Council may institute proceedings to require the landlord to post a bond against future incidents.

### **CONCERNS/COMPLAINTS:**

To Report a Concern/Complaint to Code Enforcer regarding rental property:  
<https://www.sdlportal.com/towns/nj/monmouth/springlake/requests/complaint>  
**\*\* This concern/complaint portal should NOT be used for emergency reporting. For all emergencies, please call the Spring Lake Police at 732-449-1234 \*\***

### **INSPECTION FEES:**

Rental or renewal of lease of apartments (above stores or garage) or units within a common service residence (with up to 12 units): \$50 per dwelling unit.

Rental or renewal of lease of apartments (above stores or garage) or units within a common service residence (with 13 or more units): \$100 per dwelling unit.

Rental or renewal of lease or sale of houses up to four bedrooms: \$~~100~~150 per house.

Rental or sale of house with more than four bedrooms: \$~~150~~200 per house.

Reinspection fee: \$25.

Any re-rental that occurs within a three-month period of the first certificate of inspection will have a cost of \$50.

### **ENFORCEMENT AND PENALTY:**

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The fine for a violation of Section 292-14 A (1) shall be \$2000 for each day of unauthorized occupancy. The Borough Code Enforcement Officer or the Borough Poice shall enforce the provisions of this section.

**Any questions please contact:**

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