

CITY OF ASBURY PARK

MUNICIPAL BUILDING ONE MUNICIPAL PLAZA

ASBURY PARK, NEW JERSEY. 07712-7000

TEL: (732) 775-2100

FAX: (732) 502-5738

Address _____

Date _____

Block _____ Lot _____

Dear Owner/Agent:

Certificate of Occupancy # _____

Said certificate will not be validated or issued by the Code Enforcement Department until the following signatures are obtained from the Departments listed below.

1. Zoning Dept. (Zoning Compliance) _____ Date _____
2. Tax/Sewer Delinquency Status (Owners) _____ Date _____
3. Copy of Electric Transfer Verification _____ Date _____
4. Copy of Gas Transfer Verification _____ Date _____
5. Code Enforcement (Certificate Issued) _____ Date _____

There shall be no locks on bedroom doors. _____ Date _____

Once you have obtained the above signatures, and provided all requested documents return this to the Code Enforcement Department attached to the application and your inspection will then be scheduled.

THANK YOU FOR YOUR INTEREST IN THE CITY OF ASBURY PARK, AND GOOD LUCK!

PROPERTY ADDRESS

REQUIRED FOR INSPECTIONS

LLC INFORMATION

President of Corporation's

First and Last Name: _____

Home Address: _____

Telephone # _____ Cell# _____

MANAGEMENT for LLC

Name: _____

Address: _____

Telephone# _____ Cell# _____

INSPECTION DAY SIGN-OFF SHEET

DATE: _____

ARRIVAL TIME: _____

END OF INSPECTION TIME: _____

Signature: _____

ONLY FOR - ONE FAMILY
TWO FAMILY
CONDO UNITS

DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF FIRE SAFETY
MEMORANDUM

TO: ALL LOCAL ENFORCING AGENCIES
FROM: LOUIS KILMER, CHIEF - BUREAU OF FIRE CODE ENFORCEMENT
SUBJECT: REQUIREMENTS FOR FIRE EXTINGUISHERS IN ONE- AND TWO-FAMILY DWELLINGS
DATE: NOVEMBER 15, 2005

The Legislature amended and enacted P.L.1991, c. 92 (C.52:27D-198.1), requiring that all one- and two-family dwellings at a change of occupancy be provided with a portable fire extinguisher, in addition to the requirements for smoke and carbon monoxide detectors. This provision does not apply to seasonal rental units. This act was signed into law on April 14, 2005 with an effective date of November 1, 2005.

The regulations were recently made available for public comment. The comment period has ended and the final adoption of the regulations will appear in the New Jersey Register in the near future. The Division of Fire Safety is advising all local enforcing agencies to enforce the regulations; using the guidelines below.

The requirements for the type and placement of the extinguishers are as follows:

- 1) At least one portable fire extinguisher shall be installed in all one- and two-family dwellings (except seasonal rental units) upon change of occupancy;
- 2) The extinguisher shall be listed, labeled, charged, and operable;
- 3) The size shall be no smaller than 2A:10B:C, rated for residential use and weigh no more than 10lbs;
- 4) The hangers or brackets supplied by the manufacturer must be used;
- 5) The extinguisher must be located within 10 feet of the kitchen;
- 6) The top of the extinguisher must not be more than 5 feet above the floor;
- 7) The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items;
- 8) The extinguisher must be near a room exit or travel path that provides an escape route to the exterior;
- 9) The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher; and
- 10) Lastly, the extinguisher must be installed with the operating instructions clearly visible.

ONLY FOR - ONE FAMILY
TWO FAMILY
CONDO UNITS

City of Asbury Park

Code Enforcement Department

Application for Certificate of Occupancy

Date: _____ Block: _____ Lot: _____ C.O. #: _____

Property Address: _____ No. of Buildings: _____ No. of Units: _____

Unit No./Location: _____ No. of people to occupy premises: _____ No. of bedrooms: _____

Name of New Tenant: _____

Present Address: _____

Other Occupants:

1. _____ Age ___ M ___ F ___ 6. _____ Age ___ M ___ F ___

2. _____ Age ___ M ___ F ___ 7. _____ Age ___ M ___ F ___

3. _____ Age ___ M ___ F ___ 8. _____ Age ___ M ___ F ___

4. _____ Age ___ M ___ F ___ 9. _____ Age ___ M ___ F ___

5. _____ Age ___ M ___ F ___ 10. _____ Age ___ M ___ F ___

(Please list any additional occupants on the reverse side of this application)

Property Owner: _____ Phone #: _____

Owner's Address: _____ Emer. Phone #: _____

Name of rental agent/manager/supt. _____ Phone #: _____

Address: _____

Inspection Date: _____ Time: _____ Contact Phone #: _____

This application must be legibly filled out in its entirety. Failure to do so may result in delay.

A non-refundable fee must be paid at the time of application. The payment can be made by CHECK or MONEY ORDER, cash will not be accepted.

Signature of Owner/Agent

Office Use Only

Fee: _____ Received By: _____ Conditional: Yes / No

Inspected By: _____ Date: _____ Open Permits: Yes / No

Certificate Issued To: _____ No. of Open Permits: _____

CARBON MONOXIDE ALARMS

EFFECTIVE IMMEDIATELY

CARBON MONOXIDE ALARMS ARE NOW REQUIRED IN ONE AND TWO-FAMILY DWELLINGS. BECAUSE THE REQUIREMENT HAS NO IMPACT ON THE DESIGN OF A HOME, THE SIX MONTH GRACE PERIOD DOES NOT APPLY TO THIS RULE. IN ORDER TO PASS INSPECTION, CARBON MONOXIDE ALARMS MUST BE INSTALLED PURSUANT TO DCA REQUIREMENTS.

Questions regarding carbon monoxide alarms should be directed to the Code Assistance Unit of the Department of Community Affairs at (609) 984-7609.

I ACKNOWLEDGE THE ABOVE REQUIREMENT, AND BY AFFIXING MY SIGNATURE I AM ATTESTING THAT I AM IN COMPLIANCE WITH THE REGULATION:

(signature)

CONDITIONAL CERTIFICATE OF OCCUPANCY

The inspector *may* issue a Conditional Certificate of Occupancy (CCO) to allow occupancy in the event there are violations that are minor and few in number. The purpose of the CCO is to accommodate the owner and/or the occupant in these situations.

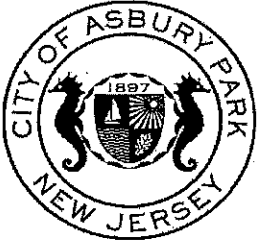
If you receive a CCO, it is YOUR responsibility to:

- Correct the Violations
- Bring the inspection paperwork to the office
- Pay for the re-inspection and
- Set up the re-inspection within 21 days

If you fail to do so you are subject to summoning. You will also be required to secure a new CO since the CCO has expired.

There is no requirement to accept a CCO. If there is any chance that you will not be able to meet the 21-day requirement, you can refuse the CCO. In this situation the inspection will fail and occupancy will not be allowed. You can then proceed with the work at your leisure without the risk of a summons. Once you are ready, you can apply for a new C/O inspection.

X; _____; _____
(Acknowledgement) (Date)



CHECKLIST FOR CERTIFICATE OF OCCUPANCY AND TRANSFER OF TITLE INSPECTIONS

Please note, this is only a guide – Properties must comply with ALL sections of the City's Property Maintenance Code at all times

DEPARTMENT OF
CODE ENFORCEMENT AND
NEIGHBORHOOD PRESERVATION

For all rental properties, as per Ordinance 12-7.2, any change of occupancy, requires a new application and inspection for a C.O., whether the occupancy is temporary, seasonal or permanent.

For all resales of residential or commercial properties, as per Ordinance 12-7.1 et seq., a proposed sale requires an application and inspection for a T.O.T. prior to the closing of title.

EXTERIOR OF PROPERTY

No flaking or peeling paint
All trim in good condition
Foundations and exterior walls must be in good repair with no holes or cracks
Must have visible numbers on house; minimum of 3"
All sidewalks and steps must be free of cracks, level and free of hazardous conditions/tripping hazards
All exterior electrical outlets shall be GFI; permits required
Permits for work performed must have been obtained and properly closed, with all passed inspections

INTERIOR OF PROPERTY

No cracks in door jambs
All walls must have cracks filled, sanded and uniformly and properly painted
All trim must be painted
Any flaking paint must be scraped, sanded and repainted
All windows must be operable, open and close freely, must stay in position when opened without supports, and have window locks installed
Radiators must be painted and clean, safe and free of leaks. Hot pipes from radiators must be insulated
Carpeting must be clean and free of tears
If any room is paneled, all paneling must be secured to walls, without gaps, and not loose
Any stained or missing tiles in drop ceilings must be replaced with clean tiles
All electrical wall and ceiling light fixtures must have globes or shields
Ground fault interrupters (GFI) outlets must be installed in kitchens, bathrooms and laundry rooms, where outlet is within 6' of any water source. Bathrooms must have at least one approved outlet
All electrical outlets and switches must have covers and be in good working order

Extension cords shall not be used as permanent wiring, nor shall they be installed on or through walls, floors, ceilings, or from room to room

All electric wires must terminate in approved boxes that must be closed off

Bathroom fixtures may not be used as a source of power unless existing.

All furnaces must have an emergency shut off marked with a red cover

All floors must be uniform (stained, painted or floor covering/carpet properly installed). Floor covering must be in good repair and sanitary. Sub-flooring is not acceptable.

Bath and kitchen must have non-porous floor covering, impervious to water (tile or linoleum, etc.)

All utilities and appliances must be clean, sanitary and in working order (sinks, bathtubs, showers, stoves, refrigerators)

All plumbing fixtures must be operable, in good working order, without leaks

Broken window glass or windows with cracks must be replaced

All windows and doors must be weather tight. Windows must have screens between May 1st and Oct 1st

All handrails and guardrails must be secure, in good condition and have no missing or broken spindles

Door connecting a garage to living space must be fire rated

All flue connections must be tight and sealed

Water heaters must have pressure relief valve with an extension tube extended to within 6" of the floor

Furnace must be in safe and working condition

A smoke detector must be installed on each level of unit, and within ten (10) feet of every bedroom

Smoke detectors within 5' of a kitchen or bathroom must be photoelectric

Carbon monoxide detectors must be installed outside of all bedrooms, and within ten (10) feet of every bedroom

Bathrooms and bedrooms must have working doors that fully open and close, freely and properly

All kitchen and bath cabinets must be installed at proper height, secured to walls, sanitary and in good repair and have handles installed to open and close

All living spaces must be free from infestation of rodents, insects and pests

All living spaces must be thoroughly clean throughout, and ready for occupancy at the time of inspection

Fireplaces and wood burning stoves must be certified as to their safe and proper working condition by a certified chimney sweep

All work performed during ownership requiring permits must have been properly permitted and inspected

All open UCC permits must have a completed, passed final inspection on file in the Construction Department prior to inspection

No keyed locks or deadbolts are permitted on interior doors

For multiple dwellings (premises having 3 or more dwelling units) - the following requirements apply:

A chain guard installed on the entry door

A peephole on entry door

A dead bolt lock installed on entry door (double cylinder locks not permissible)

A unit identification number or letter on the outside of entry door

All Multiple Dwellings must be registered with the State of NJ DCA

**** Avoid a Re-Inspection fee -- Correct any deficiencies before the inspectors perform their inspections**