

**ANY APPLICATION DEEMED INCOMPLETE WILL BE REJECTED.
PER BOROUGH CODE 292-14 (a.) 1, RENTALS OF LESS THAN 7 DAYS PROHIBITED**

732-449-0800 Ext. 613 **Borough of Spring Lake** Fax 732-449-8797

423 Warren Avenue

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 #:_____
Owner Email:_____
Address:_____ City:_____ State:_____
Buyer/Tenant:_____ Telephone #:_____
Current Address:_____ City:_____ State:_____
Buyer/Tenant Email:_____
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:_____

Taxes and Water/Sewer Bill for this property are paid to date: ____ YES ____ NO If no, amount due: \$_____

****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.
- **Note that applications must be received at least 10 days prior to inspection.**
- If you have any questions, please contact the Code Enforcement Officer at 732-449-0800 ext. 613.

****COMMON VIOLATIONS****

- 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 – for Sales or Long-term Rental Only.
- 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 and garbage stored at the appropriate side or rear location of the property. No garbage is to be placed at curbside at anytime other than special designated pick-up days.