



# Certificate Of Occupancy Application

## Cover Sheet

171 Bay Avenue  
Highlands, NJ 07732  
County of Monmouth  
Phone (732)872-1224 ext 215  
Fax (732)872-0670

Please complete the enclosed application and PRINT clearly.

Return the application to:           Attn: Code Enforcement  
Borough of Highlands Building & Housing Dept.  
171 Bay Avenue Highlands, NJ 07732  
Phone#732-872-1224 Ext 215  
Fax #732-872-0670

### Code Enforcement Hours:

Tuesdays & Wednesdays 4:30 – 8:00 p.m.  
Thursdays 4:30 – 8:00 p.m.

### Please Note the following information:

- Certificate of Occupancy Inspections are performed on Tuesday & Wednesdays evenings between 4:15 pm & 7:30 pm by appointment only.
- Someone must be present during inspections to allow access for the Inspectors. We do not accept keys to the property.
- Upon receipt of a completed and signed application along with the fee, an appointment can be scheduled.
- ***YOU MUST SUBMIT A FLOOR PLAN FOR EACH DWELLING.***
- The floor plan shall depict the number, dimensions and location of each room in the unit identifying each room, including both its designed and actual use. No space shall be used for sleeping purposes which has not been so designated as a sleeping area on the sketch provided by the owner and approved by the Housing Official.
- ***\*RENTAL ONLY\**** You must be Licensed Landlord in order to receive a Certificate of Occupancy.
- ***UTILITIES MUST BE TURNED ON DURING INSPECTION***

### Fee Schedule:

Certificate of Occupancy Fee	\$ 50.00
Fire Inspection Fee	\$ 35.00
Re-inspection Fee C/O	\$ 25.00
Re-inspection of a re-inspection of violations	\$ 75.00
No Show at Requested Inspection, re-inspection Fee (15 minute wait)	\$ 80.00
No Show Re-Inspection fee (15 minute wait)	\$100.00
TCO	\$ 75.00
Replacement of Lost Inspection Certificate by Applicant	\$ 10.00
Pre-inspection Fee	\$ 10.00

**Please do not combine fee payments. Separate checks or cash amounts must be submitted for each fee.**



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Borough of Highlands  
ATTN: Building Department  
171 Bay Avenue  
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Fee: C/O \$50.00  
Fire \$35.00  
TOTAL FEE \$85.00

Certificate # \_\_\_\_\_

## Property Information

Sale Block # \_\_\_\_\_ Lot # \_\_\_\_\_  
 Rental Street \_\_\_\_\_  
 Refinance Number of Units \_\_\_\_\_  
 Pre-Inspection  
Total # of Adults \_\_\_\_\_ Total # of Children \_\_\_\_\_ # of Bedrooms \_\_\_\_\_

## Seller / Landlord Information

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Buyer / Tenant Information

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Complete the following Information for all occupants including children:**

<u>NAME</u>	<u>GENDER</u>	<u>DATE OF BIRTH</u>	<u>AGE</u>
#1: _____	_____	_____	_____
#2: _____	_____	_____	_____
#3: _____	_____	_____	_____
#4: _____	_____	_____	_____
#5: _____	_____	_____	_____
#6: _____	_____	_____	_____

=====

**ALL INFORMATION MUST BE FULLY COMPLETED**



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## OWNERS CERTIFICATION

I, as the landlord/owner of the subject property, agree to keep all areas of the property that are under my control, in a reasonably safe and sanitary condition so as to not endanger the lives or well being of my tenants or other residents of the Borough of Highlands.

I understand occupancy of this unit before an inspection has been performed and completed is illegal and a violation of borough ordinances and as such, is punishable by municipal summonses. I understand illegal and unsafe living conditions are not acceptable to the borough and I am responsible for such conditions created directly by myself.

I hereby certify that the information provided is true to the best of my knowledge and I know that if the information provided is willfully wrong that I am subject to a fine.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## FOR USE - BUILDING DEPARTMENT SECRETARY

Amount Paid: \_\_\_\_\_ Cash \_\_\_\_\_ Check #: \_\_\_\_\_

Floor Plan Provided: \_\_\_\_\_ Licensed Landlord: \_\_\_\_\_  
Yes No Yes No

Pick Up C/O: \_\_\_\_\_ Mail C/O: \_\_\_\_\_

## FOR USE - CODE ENFORCEMENT OFFICER

Approved \_\_\_\_\_

Denied Signature \_\_\_\_\_ Date \_\_\_\_\_

## VIOLATIONS

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |



# **Certificate of Continuing Occupancy**

Borough of Highlands  
ATTN: Building Department  
171 Bay Avenue  
Highlands, NJ 07732  
Phone (732)872-1224 Ext.215 Fax (732)872-0670

**This checklist is to be utilized by residents as a convenience and is to be the definition of codes.**

The certificate of continued occupancy inspection regarding the conditions of structures and/or appurtenant systems are based solely on interpretive determinations pursuant to visual observations or where applicable, brief operation of subject equipment.

The certificate of continued occupancy inspection will include, but is not limited to the following areas:

## **EXTERIOR OF BUILDING**

1. Condition of gutters, downspouts, & leaders.
2. Condition of the sidewalks, driveway, apron & handrails.
3. Condition of accessory structures i.e. Sheds, fences.
4. All windows & doors in habitable rooms must have screens in good condition
5. Condition of chimney & flashing.
6. Condition of siding of structure (paint, brick, stucco finishing)
7. All exterior & interior stair which have four (4) or more risers or more than 30 inches above ground level must have handrails.
8. Grounds around buildings must be free of debris (garbage/rubbish)
9. Provide symbols for address on front of house or mailbox (min 3" high)

## **INTERIOR OF BUILDING**

1. Every habitable space shall contain at least two (2) separate receptacles
2. Check for lighting fixtures in hallways, stairways, bathrooms, laundry rooms & furnace rooms.
3. All windows are to be operable.
4. Smoke detectors required on every story of the dwelling unit, including basement.
5. All broken or cracked windows must be replaced.
6. Check all plumbing fixtures for leaks.
7. Check electrical system. GFI (ground fault interrupter switches) are required in kitchen, bathroom(s) and laundry room.
8. Check for excess debris in attic, basement & throughout the house.
9. All interior surface must be in good, clean & sanitary condition
10. Gas stove & gas dryer must have shut-off valve behind each appliance
11. Hot water heater must have approved pressure relief valve & extension 8" from floor.
12. Dwelling must be in a clean & sanitary condition.
13. Check all plumbing fixtures for leaks.
14. Check for ventilation in bathrooms
15. Check stove, must be clean & in proper working condition.
16. Carbon Monoxide Detector within 10 (ten) feet of each bedroom in every dwelling with gas utility and/or attached garage.
17. An ABC Type Fire Extinguisher, no larger than 10 lbs. mounted in the kitchen area.

### **All utilities**

Gas, water & electric must be operating for inspection

By issuance of the certificate of continued occupancy, neither the borough nor any of its officers or employees assumes any liability neither expressed nor implied in connection therewith.



# Change of Title Request

Code Enforcement Department

171 Bay Avenue  
07732  
County of Monmouth  
Phone (732)872-1224  
Ext. 215  
Fax (732)872-0670

Date: \_\_\_\_\_

## Owner Information

Name \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

## Property Information

Street \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

## Buyer Information

Name \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

**I understand that the “change of title” means the property is being sold “as is” to the new buyer. I further understand that before any person moves into the building, a complete certificate of continuing Occupancy inspection must be performed and completed by the code enforcement officer.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\* Failure to follow these regulations will result in a summons and possible eviction.*

*\* There is an inspection checklist attached to the CO application.*