



BOROUGH OF ISLAND HEIGHTS

Office of Code Enforcement

Post Office Box 797

Island Heights, NJ 08732-0797

Telephone: 732-270-6415

Fax: 732-270-8586

Email: codeenforcement@islandheightsborough.gov

BOROUGH USE ONLY
FEE \$100

Cash Check

Check #: _____

Received by: _____

Certificate of Occupancy Application – Existing Structure

Address of Property to be Inspected: _____

Block: _____ Lot: _____

Inspection Type (Choose One): Resale Rental

Name of Owner: _____

Address of Owner: _____

Cell Phone #: _____

E-MAIL ADDRESS FOR INSPECTION SETUP: _____

PHONE NUMBER FOR INSPECTION SETUP: _____

The applicant signing below is requesting a Certificate of Occupancy (CO) inspection of the property detailed above. The property owner or their agent, authorizes a representative of the Borough to enter the property and all structures to complete the CO inspection. If the above property fails the CO inspection, there is a \$35.00 re-inspection fee.

Owner or Agent Signature _____ Date: _____



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CERTIFICATE OF OCCUPANCY CHECKLIST

1. ALL UCC PERMITS CLOSED ____
2. ALL PROPERTY MAINTENANCE VIOLATIONS RESOLVED ____
3. COPY OF PROPERTY INSURANCE PROVIDED - MINIMUM COVERAGE OF \$500,000.00 FOR COMBINED PROPERTY DAMAGE AND BODILY INJURY OR DEATH (RENTALS ONLY) ____
4. LANDLORD REGISTRATION FORM FILED (RENTALS ONLY) ____
5. LEAD BASED PAINT - LEAD SAFE CERTIFICATE – PROPERTIES CONSTRUCTED IN 1977 OR PRIOR (RENTALS ONLY) ____
6. CHIMNEY CERTIFICATION SUBMITTED ____
7. HEATING SYSTEM CERTIFICATION SUBMITTED ____

ITEMS 1-7 MUST BE SATISFIED PRIOR TO THE SCHEDULING OF THE CO INSPECTION

8. PROPERTY EXTERIOR IN GOOD ORDER, NO OVERGROWN GRASS, WEEDS OR OTHER VEGETATION ____
9. NO DEBRIS OR TRASH ON THE PROPERTY ____
10. HOUSE NUMBERS IN PLACE ON THE FRONT OF THE STRUCTURE - MINIMUM OF 2" IN HEIGHT- REFLECTIVE MATERIAL ____
11. SECURE HANDRAILS ON STAIRS AND LANDINGS ____
12. PLUMBING SYSTEM IN GOOD ORDER FOR SAFE OPERATION ____
13. UTILITIES ON (ELECTRICITY, NATURAL GAS, AND WATER) ____

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14. ELECTRICAL OUTLETS IN GOOD WORKING ORDER (GROUND FORCE INTERRUPT (GFI) ELECTRICAL OUTLETS IN BATHROOM(S), KITCHEN, AND ALL EXTERIOR AREAS) ____
15. RANGE TYPE STOVES MUST BE EQUIPPED WITH AN ANTI-TIP DEVICE ATTACHED TO THE WALL ____
16. SMOKE DETECTORS IN ALL BEDROOMS ____
17. A MINIMUM OF ONE SMOKE DETECTOR ON EACH LEVEL OF THE STRUCTURE ____
18. A MINIMUM OF ONE CARBON MONOXIDE DETECTOR ON EACH LEVEL OF THE STRUCTURE ____
19. FIRE EXTINGUISHER (2A-10BC RATING) MOUNTED WITHIN 10 FEET OF THE KITCHEN ____
20. ALL INTERIOR DOORS MUST OPEN AND CLOSE SMOOTHLY AND SECURELY ____
21. ALL EXTERIOR DOORS MUST OPEN AND CLOSE SMOOTHLY AND MUST HAVE FUNCTIONING LOCKS ____
22. ALL WINDOWS MUST OPEN AND WHEN RAISED MUST STAY IN THE OPEN POSITION TO ALLOW FOR SAFE EGRESS ____

THE FOREGOING IS INTENDED AS A GUIDE TO ASSIST PROPERTY OWNERS IN PREPARING THEIR PROPERTY FOR INSPECTION. QUESTIONS ON ANY OF THE FOREGOING SHOULD BE DIRECTED TO THE OFFICE OF CODE ENFORCEMENT.

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