

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:

EXISTING STRUCTURE INSPECTION APPLICATION

INSPECTION TYPE (CHOOSE ONE):

□ Rental Certificate	□ Resale Certificate	□ Transfer Certificate
Address of Property to be Inspected:		
Block: Lot:		
Name of Owner:		
Address of Owner:		
Cell Phone #:		
E-MAIL FOR INSPECTION SETUP:_		
PHONE # FOR INSPECTION SETUP:		
The applicant signing below is requesting owner or their agent, authorizes a represe the inspection. If the above property fails	ntative of the Borough to enter the p	property and all structures to complete
Owner or Agent Signature		Date:



BOROUGH OF ISLAND HEIGHTS OFFICE OF CODE ENFORCEMENT

EXISTING STRUCTURE INSPECTION CHECKLIST

1.	ALL UCC PERMITS CLOSED
2.	ALL PROPERTY MAINTENANCE VIOLATIONS RESOLVED
3.	HEATING SYSTEM CERTIFICATION SUBMITTED
4.	CHIMNEY CERTIFICATION SUBMITTED
	THE FOLLOWING ITEMS (#5 THRU #8) APPLY ONLY TO APPLICATIONS FOR RENTAL CERTIFICATES:
5.	COPY OF PROPERTY INSURANCE PROVIDED – MINIMUM COVERAGE OF \$500,000.00 FOR COMBINED PROPERTY DAMAGE AND BODILY INJURY OR DEATH
6.	A LIST OF ALL PROPOSED ADULT TENANTS WITH CONTACT PHONE NUMBERS FOR EACH PROPOSED ADULT TENANT
7.	LANDLORD REGISTRATION FORM
8.	LEAD BASED PAINT – LEAD SAFE CERTIFICATE – PROPERTIES CONSTRUCTED IN 1977 OR PRIOR (RENTAL CERTIFICATE ONLY)
	ITEMS #1 THRU #8 MUST BE SATISFIED

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PRIOR TO THE SCHEDULING OF AN INSPECTION.

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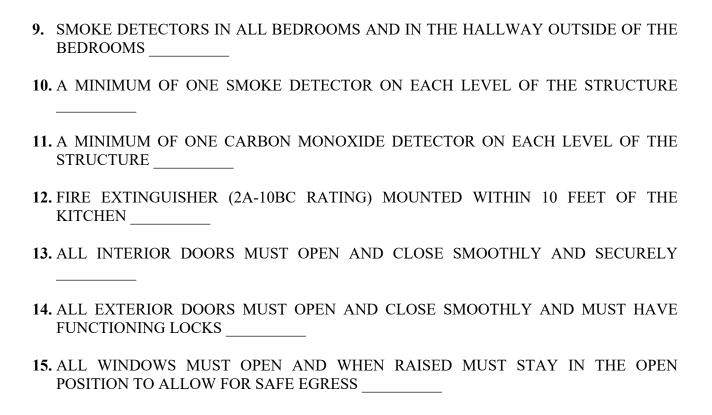
THE FOLLOWING ARE THE ITEMS THAT WILL BE CHECKED BY THE INSPECTOR AT THE TIME OF THE INSPECTION:

1.	PROPERTY EXTERIOR IN GOOD ORDER, NO OVERGROWN GRASS, WEEDS OR OTHER VEGETATION
2.	NO DEBRIS OR TRASH ON THE PROPERTY
3.	HOUSE NUMBERS IN PLACE ON THE FRONT OF THE STRUCTURE – MINIMUM OF 2" IN HEIGHT - REFLECTIVE MATERIAL
4.	SECURE HANDRAILS ON ALL STAIRCASES WITH FOUR OR MORE STEPS
5.	PLUMBING SYSTEM IN GOOD ORDER FOR SAFE OPERATION WITH POTABLE WATER FLOWING FROM EACH FAUCET
6.	UTILITIES ON (ELECTRICITY, NATURAL GAS, AND WATER)
7.	ELECTRICAL OUTLETS IN GOOD WORKING ORDER (GROUND FORCE INTERRUPT (GFI) ELECTRICAL OUTLETS IN BATHROOM(S), KITCHEN, AND ALL EXTERIOR AREAS)
8.	RANGE TYPE STOVES MUST BE EQUIPPED WITH AN ANTI-TIP DEVICE ATTACHED TO

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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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