



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 a Certificate of 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 inspection. If the above property fails the inspection, there is a \$50.00 re-inspection fee.

Owner or Agent Signature _____ Date: _____



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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
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 THE WALL _____

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9. SMOKE DETECTORS IN ALL BEDROOMS AND IN THE HALLWAY OUTSIDE OF THE BEDROOMS _____
10. A MINIMUM OF ONE SMOKE DETECTOR ON EACH LEVEL OF THE STRUCTURE _____
11. A MINIMUM OF ONE CARBON MONOXIDE DETECTOR ON EACH LEVEL OF THE STRUCTURE _____
12. FIRE EXTINGUISHER (2A-10BC RATING) MOUNTED WITHIN 10 FEET OF THE KITCHEN _____
13. ALL INTERIOR DOORS MUST OPEN AND CLOSE SMOOTHLY AND SECURELY _____
14. ALL EXTERIOR DOORS MUST OPEN AND CLOSE SMOOTHLY AND MUST HAVE FUNCTIONING LOCKS _____
15. 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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