



# BOROUGH OF ATLANTIC HIGHLANDS

100 FIRST AVENUE  
ATLANTIC HIGHLANDS, NJ 07716  
732-291-1444 FAX 732-291-9725  
WWW.AHNJ.COM

## APPLICATION FOR CERTIFICATE OF OCCUPANCY

(ORD. 03-2011)

\*\*\*A Certificate of Occupancy is required to be issued before transfer of title and/or occupancy. A non-refundable fee for rentals and sales must be paid to the Borough of Atlantic Highlands, by cash, check or money order. An adult must be present at the time of inspection. If a re-inspection is required the applicant and/or agent must contact this office within 30 days to either schedule a re-inspection or request an extension or the application will be voided.

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Property Owner / Seller: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Emergency #: \_\_\_\_\_

### Prospective Buyer(s)/Tenant(s)

	Full Name	DOB	M/F	Age
Primary	_____	_____	_____	_____
Secondary	_____	_____	_____	_____
Others 1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____

Closing Date: \_\_\_\_\_ Rental Date: \_\_\_\_\_

\_\_\_ Single Family Dwelling \$75.00      \_\_\_ Multi Family Dwelling \$75.00  
\_\_\_ Apartment \$75.00                      \_\_\_ Condominium \$75.00

**\*\*\*If permits were taken out on property they MUST be finalized by the Building Department prior to C/O inspection**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Code Enforcement Officer: \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Date \_\_\_\_\_

\_\_\_ Temporary C/O      \_\_\_ Construction Only      \_\_\_ Re-inspection Required  
\_\_\_ Other \_\_\_\_\_

Payment:  
Amount \$ \_\_\_\_\_ Cash \_\_\_ Check \_\_\_ C/O # \_\_\_\_\_



# BOROUGH OF ATLANTIC HIGHLANDS

10 East Highland Avenue  
Atlantic Highlands, NJ 07716  
732-291-1444 ext. 3606  
Fax# 732- 291-1741  
Internet Site: www.ahnj.com

## Division of Fire Prevention

### APPLICATION FOR CERTIFICATE OF SMOKE DETECTOR / CARBON MONOXIDE ALARM COMPLIANCE INSPECTION

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

Address to be inspected: \_\_\_\_\_ Apt: \_\_\_\_\_

#### Building Owner:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

#### Tenant Info:

FULL NAME	Date of Birth	Gender	Age
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

#### FEES:

Requests made 10 or more days prior to inspection - \$35.00

Requests made 4 to 10 days prior to inspection - \$ 70.00

Requests made fewer than 4 days prior to inspection - \$125.00

Check #: \_\_\_\_\_ Amount: \_\_\_\_\_ Received by: \_\_\_\_\_

\*Inspections performed on Thursdays between the hours of 3:00 pm and 6:00 pm. Please be sure that a representative is at the location during these hours to ensure the inspection can be completed. No inspections will be performed with out a representative present. 15 min wait time. Checks made payable to " AHDFP"



# BOROUGH OF ATLANTIC HIGHLANDS

100 FIRST AVENUE  
ATLANTIC HIGHLANDS, N.J. 07716  
BUILDING DEPARTMENT  
732-291-1444 EXT 3106  
FAX 732-291-9725  
WWW.AHNJ.COM

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## INSPECTION GUIDELINES FOR CERTIFICATE OF OCCUPANCY

*\*\*\*By the issuance of the Certificate of Occupancy, neither the Borough nor any of its officers or employees assumes any liability neither expressed nor implied in connection there within. The C/O inspection is a visual inspection only and certifies that the premises is clean and habitable. It does not insure that the structure, water, electric and heating system is in A-1 condition. A Borough issued C/O only insures that the premises are habitable and no apparent violations exist on the day of inspection. All utilities (gas, water and electric) must be operating at the time of inspection. An adult must be present at time of inspection.*

**PLEASE NOTE:** Permits and approvals required for any recent construction and any open permits must have a final inspection before a C/O can be issued.

### EXTERIOR INSPECTION:

1. Address numbers on home or mailbox must be visible from the street, no less than 4".
2. Condition of gutters, downspouts and leaders.
3. Condition of accessory structures i.e. fences and sheds.
4. Roof – no obvious leaks, damage or missing shingles.
5. Doors / Windows / Screens – Free of cracked glass. All screens must be in good condition with no rips.
6. All stairs that have 4 or more risers must have handrails, all stairs must be sound and in good repair.
7. Porches, landings and balconies that are 30" or more above ground must have guardrail.
8. All painted surfaces must be free of flaking or peeling paint.
9. Swimming pools (if applicable) must have proper fencing with self latching gate.
10. Property shall be free of over growth of grass, shrubs and weeds.
11. Property shall be free of debris.

(see attached page)

### INTERIOR INSPECTION:

1. Operable smoke detectors (battery or hardwired) one on each level and one in every bedroom is required.
2. Carbon Monoxide detectors (plug in, battery or hardwired) are required within 10 feet of each bedroom. If bedrooms are on different levels additional detectors are required.
3. An ABC type fire extinguisher no larger than 10 lbs mounted in kitchen.
4. Fire door / garage – door between the garage and adjacent interior space shall be a minimum of 1 3/8" solid core or honeycomb steel.
5. Wall / Ceilings / Floors - must be free of holes, cracks & tripping hazards.
6. Stove – all burners must function properly.
7. GFI protected outlets in all bathrooms.
8. GFI protected outlets within 4' of kitchen sink. For commercial properties all outlets in kitchens must be GFI.
9. All plumbing fixtures shall be free of leaks and must be in working order with hot & cold tempered water.
10. Ventilation in all bathrooms.
11. Stairs with 4 or more risers must have handrails.
12. Pressure and temperature valve on hot water heater (with an extending pipe 4" – 8" from floor)
13. Evidence of leaks/cellar water/ sump pump in basement.