

**COMMERCIAL CCO APPLICATION
HOUSING DEPARTMENT
BOROUGH OF MONMOUTH BEACH**

22 Beach Rd
Monmouth Beach, N.J. 07750

(732) 229-2204 ext 128
(732) 870-8245 Fax

To: Continued Certificate of Occupancy Applicants,

Attached you will find a checklist which will guide you in preparing for a Continued Certificate of Occupancy Inspection. Please follow the checklist carefully, as it may save time and the cost of a re-inspection. If you do not understand the checklist feel free to contact me with your questions. Call the above phone number and leave a voice mail message with your name, phone number and address, I will return your call the next business day.

Inspections will be made by appointment only and there must be an owner and/or agent present for the inspection. To avoid delays you must have the required paperwork and fee in my office at least 10 working days prior to closing or move-in for renters. Once the residence has passed the inspection, the CCO will be available at the conclusion of the inspection.

IT IS A DIRECT VIOLATION OF THE ORDINANCE TO OCCUPY ANY COMMERCIAL SPACE WITHOUT A CONTINUED CERTIFICATE OF OCCUPANCY SUMMONS WILL BE ISSUED TO THE SELLER AND OR BUYER OR RENTER NO EXCEPTIONS WILL BE MADE.

Sincerely,

Kevin J. Hayes, Sr.

Housing Inspector

Commercial CCO's are required to file for a change of use through the Zoning Department prior to the inspection of the unit.

**Commercial Inspections are \$75.00, re-inspections are \$25.00
Payments must be received prior to receiving a spot on the schedule.
CCO's are valid for 30 days.**

Commercial Certificate of Occupancy Checklist Borough of Monmouth Beach

Yard Areas: Landscape and lawn in neat and cut condition.

Garbage containers and Recycling shall be in good repair and have tight fitting lid

Exterior Structure: Foundation, Walls, Roof, & Gutters shall be in good repair, walls shall be free from cracks, Roof shall be in good repair with no evidence of leaks, Gutters shall be attached and in good repair.

Stairs, porches, railings, & handrails: Shall be in good repair and secured in place with no evidence of rotting and corroding. All exit and emergency lighting operating. All parking lot lighting operating properly.

Sidewalks, Walkways, Driveways: Shall be in good repair free of cracks and holes.

Basements and Crawlspace: Shall be substantially secured to prevent the entrance of rodents and insects and free of trash and debris.

Window and Door screens: Shall be in good repair free from holes and tears, in place or accessible for inspection.

House/ Bldg or unit Number: Shall be on the house and visible, numbers shall be a minimum of four inches high.

Interior Structure: structural members shall be sound & no evidence of deterioration.

Stairs, Railings, Handrails: Shall be in good repair, Handrails shall be in place where required, Railings shall be secured.

Bathroom floors: Shall be substantially watertight and in good repair.

Bath: Shall be in good repair, Tile shall be grouted and caulked, all doors working properly, shower head shall work and water faucets shall operate properly.

Toilets: Shall be in good repair and tightly secured operating properly.

Exit Doors shall be in good repair & in working condition proper locks shall be in place.

Peep holes where necessary.

Doors: All doors throughout shall operate and fit properly.

Windows: Every window, other than fixed, Shall operate and have proper fit, Panes shall be solid and no visible breaks or cracks and all seals shall be intact.

Premises: Overall shall be in good repair, free of rodents, insects and offensive odors.

Utilities: Sinks shall be operating and in good repair Furnace/Heating system shall be operating properly and in good repair. Water heater shall be in good repair.

Ventilation shall be adequate where provided. Electrical outlets and fixtures shall be in good repair operating properly. GFI outlets installed where needed.

Smoke detectors: There shall be one on each level. All smoke detectors shall be in working condition.

This is a general overview of what the inspector is looking for during his inspection if you have any questions regarding the above please contact the Housing Official of Monmouth Beach.

**Commercial CCO Application
Housing Department**

Borough of Monmouth Beach
22 Beach Road, Monmouth Beach, NJ 07750
732-229-2204 X28
Kevin J. Hayes, Sr. – Housing Inspector

THIS APPLICATION IS HEREBY MADE FOR THE SOLE PURPOSE OF A CONTIUNED
CERTIFICATE OF OCCUPANCY OF COMMERICAL SPACES.

PROPERTY LOCATION / SPACE #

BLOCK _____ LOT _____

OWNER'S NAME _____

OWNER'S ADDRESS _____

OWNER'S PHONE NUMBER _____

NAME OF TENANT/ BUYER _____

TENANT / BUYER'S PHONE NUMBER _____

TYPE OF BUSINESS _____

SIGNATURE _____ DATE _____

PAY THE FEE OF \$75.00

TAXES MUST BE PAID TO DATE
NO ACTIVE BUILDING PERMITS
REINSPECTIONS ARE \$25.00

**NO COMMERICAL SPACE SHALL BE OCCUPIED OR SOLD WITHOUT THE CCO FROM THE HOUSING OFFICIAL.
ANY UNIT FOUND OCCUPIED PRIOR TO THE CCO WILL BE ISSUED A SUMMONS EITHER TO THE BUYER OR
SELLER AND OR LEASEE.**

BELOW FOR OFFICE USE ONLY

Date _____

Fee Paid: _____ Cash _____ -or- Check # _____

Inspected on _____

Re-inspection Fee: _____ Cash _____ -or- Check # _____

Re-inspection Date: _____

CCO # _____