

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

22 Beach Road  
Monmouth Beach, NJ 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 RESIDENCE WITHOUT A CONTINUED CERTIFICATE OF OCCUPANCY. SUMMONS WILL BE ISSUED TO THE SELLER AND/OR BUYER OR RENTER. NO EXCEPTIONS WILL BE MADE.

Carbon Monoxide detectors are now required in all residential units that contain fuel-burning appliances. (NJ state law 4-6-03)

Sincerely,

Kevin J. Hayes, Sr.

Housing Inspector

**Residential Inspections are as follows: sale \$60.00; rental \$35.00; re-inspection \$25.00  
Payments must be received prior to receiving a spot on the schedule.  
CCO's are valid for 30 days.**

## **Residential Certificate of Occupancy Checklist - Borough of Monmouth Beach**

**Yard Areas:** Landscape and lawn shall be in neat and cut condition.

**Garbage and Recycling containers** shall be in good repair and have tight fitting lids.

**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 & secured in place with no evidence of rotting or corrosion. Handrails shall be in place where required, Railings shall be secured.

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

**House 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 with no evidence of deterioration.

**Kitchen: Stove** shall be in good repair and working, with all safety features present.

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

**Bath & Showers:** 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; tightly secured and operating properly.

**Exit Doors:** Shall be in good repair and 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 with 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:** Stove all burners shall operate. 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 and within 10 feet of every sleeping area. 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.

All one & two family dwellings (including condos) require an ABC type fire extinguisher 10 pound maximum on the counter in plain sight.

All dwellings with gas appliances must have operable carbon monoxide detectors in the area of the sleeping rooms.

Low Voltage Fire alarm systems must have a letter of approval stating that the system is in good working order from a licensed technician prior to inspection.

**Residential CCO Application  
Housing Department**

**Borough of Monmouth Beach**

22 Beach Road, Monmouth Beach, NJ 07750

732-229-2204 X 128

Kevin J. Hayes, Sr. – Housing Inspector

Date Filed \_\_\_\_\_

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

Address to be inspected \_\_\_\_\_

Owner's name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Owner's address \_\_\_\_\_

Buyers/ Renters name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

# of persons to occupy \_\_\_\_\_ # of bedrooms \_\_\_\_\_ # of Baths \_\_\_\_\_

Type of Residence: Apart \_\_\_\_\_ / Condo \_\_\_\_\_ / Single family \_\_\_\_\_ / Multi Family \_\_\_\_\_

Requesting new CCO because of SALE \_\_\_\_\_ -or- RENTAL \_\_\_\_\_

Point of contact for inspection (name and phone) \_\_\_\_\_

Realtor name/phone \_\_\_\_\_

Sale Closing or Rental Start Date \_\_\_\_\_ Rental or lease length \_\_\_\_\_

**By signing, I certify that I have read the Inspection checklist & understand all its requirements**

**Applicants SIGN HERE \_\_\_\_\_ DATE \_\_\_\_\_**

\*\*\*\*\*SMOKE AND CARBON MONOXIDE DETECTORS ARE REQUIRED\*\*\*\*\*

**\*\* Real Estate Taxes must be paid to date before any certificate is issued \*\***

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**FOR OFFICE USE ONLY**  
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Date \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Cash \_\_\_\_\_ -or- Check # \_\_\_\_\_

Inspected on \_\_\_\_\_

Re-inspection Fee: \_\_\_\_\_ Cash \_\_\_\_\_ -or- Check # \_\_\_\_\_

Re-inspection Date: \_\_\_\_\_

CCO # \_\_\_\_\_

**Inspection fees: Resale \$60.00 / Rental \$ 35.00 / Re-inspection \$25.00**  
CERTIFICATE OF OCCUPANCY EXPIRES 30 DAYS FROM INITIAL INSPECTION  
Make checks payable to the "Borough of Monmouth Beach"