



**BOROUGH OF SOUTH RIVER
CODE ENFORCEMENT
PROPERTY MAINTENANCE
48 Washington Street
(732) 257-1999
Contact: Jean Toropiw Ext. 114
Fax (732) 613-6105**

IMPORTANT NOTICE! CERTIFICATE OF CONTINUED OCCUPANCY

In order to prevent any problems concerning closings or rentals, please make sure any outstanding Building Department permits have received final inspections and been closed out.

If new work was performed without the proper Building Department permits, make sure the appropriate permits have been filed and final inspections completed, prior to scheduling this inspection.

Failure to follow the above procedure will delay your closing or rental.

Proper planning will insure a smooth transition for the Certificate of Continued Occupancy process



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Please check one:

RENTAL **RESALE**

APPLICATION FOR CERTIFICATE OF CONTINUED OCCUPANCY

(All blanks, lines and appropriate boxes must be filled in.)

Property Address: _____ Apt.# _____ Block: _____ Lot: _____

Total Number of Units: _____ BHI Requirements Posted? Yes No NA

Property Owner: _____ Phone # _____

Address: _____ City _____ State _____ Zip
Code _____

Contact Person: _____ Phone#: _____

Fax: _____ Email: _____

Please supply the name of the person, company or corporation to be entered on the Certificate.

If this application is for rental please list all the tenants names occupying this unit:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Contact phone number of the tenant: _____

Please attach a copy of the property survey to the application. (Resale)

Is this property in the Special Flood Hazard Area? Yes No Flood Handout Yes

Does this property have a basement? Yes No Finished _____ Unfinished _____

Does this property have an Attic? Yes No Finished _____ Unfinished _____

Total # of rooms _____ Total # of bedrooms _____ Total # of bathrooms _____

Site improvements on the property? Deck Patio Shed Fence
Please check appropriate boxes. Pool Addition Porch Generator

Is there any existing work that was done without permits? If so please specify below.



A CERTIFICATION OF CONTINUED OCCUPANCY NONREFUNDABLE FEE MUST BE PAID AT THE TIME OF APPLICATION SUBMITTAL. CHECKS OR MONEY ORDERS ARE TO BE MADE PAYABLE TO THE BOROUGH OF SOUTH RIVER.

FEE SCHEDULE: (FOR DEPARTMENT USE ONLY)

\$75.00 per unit 1st inspection for rental _____ \$50.00 per unit 1st inspection resale _____
\$50.00 per unit 2nd inspection for rental _____ \$50.00 per unit 2nd inspection resale _____
\$100.00 per unit 3rd inspection for rental _____ \$100.00 per unit 3rd inspection resale _____

Type of payment: Check Check # _____ RECEIVED BY _____
 Cash Money order DATE _____

Certification:

I hereby certify that I am either the legal property owner or am authorized by the legal property owner to make this application. I understand that if any of the above statements are willingly false, I am subject to punishment.

Signature

Date

Please Check: _____ **Owner** _____ **Agent**

The following is a list of some of the items that are inspected by the Code Enforcement Officer and this checklist is to aid you in the preparation for your inspection. This is not an inclusive list and some items may not pertain to your property.

1. A smoke detector/carbon monoxide detector/ fire extinguisher certificate must be obtained from the Bureau of Fire Prevention for an additional fee.
2. Electric, water and gas utilities must be turned on.
3. House numbers must be 4" minimum in height with a contrasting background.
4. Clothing dryer exhaust pipe must be approved metal pipe free of obstructions (no screws).
5. A Chimney Certification is required for any fireplace or wood burning stove and must state that the chimney is free and clear of obstructions and safe to use.
6. All interior / exterior handrails and guards must be secure and are required on all stairs where there are 4 or more risers and landings over 30 inches in height above grade. Graspable handrails are required on one side and must return to the wall or a post.
7. All steps, porches, sidewalks, curbs, curb cuts and aprons shall be in good safe condition.
8. All exterior property must be free of overgrowth and in maintained condition.
9. All interior areas must be clean.
10. Caulk and paint windows.
11. Clean kitchen cabinets, counter and sink.
12. Clean exhaust fan and stove with anti tipping device furnished by the owner.
13. Clean refrigerator.
14. All faucets and waste plumbing must be free of leaks.
15. Clean all bathroom fixtures. Clean / re-grout re-caulk bath tiles.
16. Sumps pumps cannot discharge into the sanitary sewer.
17. Water heater must be in good repair.
18. Clean lighting fixtures with globes.
19. All windows inside and out must be clean, properly maintained, free from cracks, properly glazed, with proper locking devices and pulls or hand cranks and operable with one hand.
20. Repair screen doors and install closers.
21. Repair and or replace door sills.
22. Clean and safe interior staircases.
23. Apartment entry doors must be solid core, self closing with chain locks and peep hole.
24. Two or more apartments sharing a common hallway must have a door closer on apartment door.
25. Door locks must be **thumb latch style**, no double cylinder deadbolts or hasps with padlocks.
26. Property must be free of electrical hazards.
27. All switches and outlets must have covers and all light fixtures must have globes.
28. Floor coverings, carpets, vinyl kitchen flooring, hardwood flooring and ceramic tile clean and free of worn areas, rips, cracks and secure throughout.
29. All heating outlets and baseboard covers must be permanent and secured to wall.
30. All bedrooms and bathrooms must have privacy doors with bedroom/privacy lock.
31. Sliding entry and privacy door and closet doors must have pulls or handles and operate freely with guides at bottom.
32. All closet poles and or shelves must be secure.
33. Heating system must be safe and provide sufficient heat during the period of **October 1ST to May 1ST**.
34. All swimming pools and pool barriers must be code compliant.