

Rental Information

C/O Inspections will be conducted between
8:30 – 2:30

All Open Permits **MUST** be Finalized before a
C/O Can be issued!

A Minimum of One Business Day is required
to process C/O after ALL paperwork is turned
in.

**Township Ordinance 63b-6 requires owner
to make all repairs
10 days from correction notice date.

BARNEGAT TOWNSHIP

Application Requirements for Rental Certificates

ALL WATER AND SEWER FEES MUST BE PAID PRIOR TO ISSUING CO

ALL OPEN PERMITS MUST BE CLOSED OUT BEFORE A CO WILL BE ISSUED

APPLICATION: Complete and submit your application with a \$35.00 fee.

PAYMENTS: Thirty five (\$35.00) application fee. Re-inspections require a (\$125.00) fee.

CORRECTION NOTICES: Township Ordinance 63b-6 requires owner to make all repairs 10 days from correction notice date.

SCHEDULE INSPECTION: USE CHECKLIST BELOW TO PREPARE.

ACCESS: Vacant with a lockbox or someone over the age of 18 years old must be at the house during the inspection (no personal belongings in home if vacant).

NO UNATTENDED PETS DURING THE INSPECTION

CERTIFICATIONS/FORMS THAT MUST BE SUBMITTED TO RECEIVE A CERTIFICATE:

1. **Mechanical Certification**
2. **Truth in Renting Form/Landlords Statement (Filed with the Municipal Clerk)**
3. **If Applicable: Wells must be tested and written approval obtained by the Ocean County Health Department. Call 1-732-341-9700 x 2 for more details. A Well Certification expires after six months.**

Having the property ready for inspection is an important step. Please call (609) 698-0080 x159 prior to the inspection if you have any questions. This is a visual inspection and therefore not in depth. We do not go into attics without permanent stairs or crawlspaces. A complete inspection of the property can be obtained from a registered home inspection agency.

Please note that this list is NOT all inclusive. There may be situations at the property that will prevent an "Approved" rating. All items noted deficient must be correct prior to the issuance of the CO.

Pre-Inspection Checklist

1. **House Numbers** must be affixed to the structure. 4" numbers for residential, 6" numbers for commercial.
2. **Entry Door Deadbolts** may not be keyed on the interior.
3. **Smoke Detectors** are required on each floor and within 10' of the bedrooms. If an interconnected system, all must be hardwired.
4. **Carbon Monoxide Detectors** are required outside of sleeping areas and within 10' of all bedrooms.
5. **Fire Extinguisher** is required within 10' of the kitchen. Type A-B-C 2.5 to 10lbs
6. **Anti Tip Devices** are required on all kitchen ranges.
7. **Safety Relief Valves** on water heaters and boilers are required to be piped downward approximately 6" to the floor (not through the floor). With no reducers and no threads on the bottom (No plastic unless approved by plumbing code).
8. **Dryer Exhaust** must be metallic flex or rigid pipe and have proper termination outside of house.
9. **Water Faucets** must have cold on the right and hot on the left.
10. **Plumbing** must be in satisfactory condition. Bath fans (if no window) must be operational.
11. **Electrical** switches, outlets, junction boxes and breaker panels must have covers. No open spaces in breaker panels, extension cords are not permitted as permanent wiring, electrical service equipment such as cable and or service mast, meter socket and breaker panel must be in satisfactory condition. Light covers must be present on all exterior fixtures and interior closets.
12. **General Condition of Lot & Structure** must not have broken windows, missing siding, or debris inside or out. No uncut grass or weeds. Chimneys and furnaces must be properly capped and vented. No holes in the walls, floors or doors. Handrails and guardrails are required on all open sides of decks and stairways 30" or more above grade. Bulkheads must be maintained. All rentals must have screens in place and the general condition of the property should be maintained so as not to create an unsanitary condition.

REQUIREMENTS FOR FIRE EXTINGUISHERS IN ONE AND TWO FAMILY DWELLINGS

The Legislature amended and enacted P.L. 1991, c.92 (C.52:27D-198.1), requiring that all one and two family dwellings at a change of occupancy be provided with a portable fire extinguisher, in addition to the requirements for smoke and carbon monoxide detectors. This provision does not apply to seasonal rental units. This act was signed into law on April 14, 2005 with an effective date of November 1, 2005.

The requirements for the type and placement of the extinguishers are as follows:

- 1) At least one portable fire extinguisher shall be installed in all one and two family dwellings upon change of occupancy.
- 2) The extinguisher shall be listed, labeled, charged and operable.
- 3) Must be an “ABC” Type – No Larger than 10 lbs.; Must be mounted within 10 ft. of the Kitchen Area.
- 4) The hangars or brackets supplied by the manufacturer must be used.
- 5) The top of the extinguisher must not be more than 5 feet above the floor.
- 6) The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items.
- 7) The extinguisher must be near a room exit or travel path that provides an escape route to the exterior.
- 8) The extinguisher must be accompanied by an owner’s manual or written information regarding the operation, inspection, and maintenance of the extinguisher, and
- 9) Lastly, the extinguisher must be installed with the operating instructions clearly visible.



Barnegat Township

900 West Bay Avenue, Barnegat, New Jersey 08005

Tel 609.698.0080 Fax 609.698.7446

www.barnegat.net

Mechanical Certification

All properties rented in Barnegat Township shall be inspected and certified before a Rental Certificate of Occupancy will be issued.

A certification of the Heating system, Hot water, Plumbing and Electrical systems must be received prior to issuance of the Rental C of O

Certification may be made by the owner, licensed contractor or home inspector.

Please complete below:

I, (print) _____, certify that the heating, hot water,

Plumbing and Electrical systems located at _____

Block _____ Lot _____

are in satisfactory and working condition. Date of certification _____

Certifier information

Name _____

Address _____

License # _____

Company Name _____

Signature _____

Date _____

Notary

Sworn to and subscribed before me

This ____ day of _____, 20__

Notary Signature



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RENTAL EXISTING STRUCTURE CERTIFICATE OF OCCUPANCY

CERT.# _____ ISSUE DATE _____ APPL.DATE _____

FEE \$35.00 PAID BY CASH _____ CHECK _____

-----Office Use Above Only-----

PLEASE COMPLETE THE FOLLOWING:

OWNER(S) NAME: _____ BLOCK _____

JOB SITE ADDRESS: _____ LOT _____

OWNER'S ADDRESS: _____

TELEPHONE #: _____

AGENT INFORMATION (IF APPLICABLE)

AGENT'S NAME: _____

AGENT'S COMPANY: _____

AGENT'S CO. ADDRESS: _____

AGENT'S TELEPHONE #: _____ FAX# _____

THIS CERTIFICATE EVIDENCES THAT, WITH THE SPECIFIC EXCEPTION OF ITEMS BELOW, A GENERAL INSPECTION OF THE VISIBLE PARTS OF THE BUILDING HAS BEEN MADE AND NO IMMINENT HAZARD CONDITIONS EXIST WHICH WOULD PROCLUDE THE CONTINUED LEGAL USE OF THIS STRUCTURE.

This also certifies that the smoke detectors and the carbon monoxide detectors were working at the time of inspection.

Water _____
Sewer _____
Well _____
Septic _____

NJAC52:27D198.2 Smoke Alarm Compliance _____
NJAC1:30-4.3 Carbon Monoxide Compliance _____
NJAC52:27D-198.1 Fire Extinguisher Comp. _____

CODE ENFORCEMENT OFFICIAL

TOWNSHIP OF BARNEGAT

COUNTY OF OCEAN

900 WEST BAY AVENUE
BARNEGAT, NEW JERSEY 08005-1298



Email: clerk@barnegat.net

MUNICIPAL OFFICES: (609) 698-0080
FAX: (609) 698-7980
Visit Our Website: www.barnegat.net

TRUTH IN RENTING – LANDLORD TENANT STATEMENT

STATEMENT REQUIRED BY P.L. 1974 – CHAPTER 50

*****PLEASE TYPE OR PRINT CLEARLY*****

All questions A-G must be filled out completely and Property Owner must sign

A: RENTAL PROPERTY:

TENANT NAME: _____

RENTAL PROPERTY ADDRESS: _____

BLOCK _____ LOT _____

B: PROPERTY OWNER OF RECORD:

NAME: _____

ADDRESS: _____

(No Post Office Boxes)

PHONE #: DAY _____ EVENING _____

C: PERSON AUTHORIZED TO ACCEPT SERVICE OF PROPERTY:

(PERSON TO RECEIVE LEGAL NOTICES-)

(MUST BE OCEAN COUNTY RESIDENT)

NAME: _____ PHONE# _____

ADDRESS: _____

(No Post Office Boxes)

D: WHAT TYPE OF HEATING IS USED FOR RENTAL PROPERTY

ELECTRIC: _____ GAS: _____ OIL: _____

IF OIL-LIST OIL PROVIDER NAME: _____

(OVER)

E: PERSON RESPONSIBLE FOR REGULAR MAINTENANCE:

NAME: _____ **PHONE#** _____

ADDRESS: _____
(No Post Office Boxes)

F: MANAGING AGENT – IN CASE OF EMERGENCY:

NAME: _____ **PHONE#** _____

ADDRESS: _____
(No Post Office Boxes)

G: MORTGAGE COMPANY NAME & ADDRESS: (If NO Mortgage, write None)

NAME: _____

ADDRESS: _____

SIGNATURE OF OWNER: _____

DATE: _____

**I, MICHELE RIVERS, MUNICIPAL CLERK OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN,
STATE OF NEW JERSEY, ACKNOWLEDGE RECEIPT OF THIS LANDLORD TENANT STATEMENT
THIS _____ DAY OF _____, 201____.**

**MICHELE A. RIVERS, RMC
MUNICIPAL CLERK**