

**BOROUGH OF BRADLEY BEACH CODE OFFICE
CERTIFICATE OF OCCUPANCY APPLICATION**

APPLICATION MUST BE COMPLETE BEFORE AN INSPECTION WILL BE SCHEDULED!

Date _____ C.O. # _____

Property Address _____

Unit to be inspected _____ Number of bedrooms _____

CHECK ONE: **SALE ()** **SALE PRICE \$** _____

YEARLY RENTAL () **SEASONAL RENTAL () DATES:** _____

Number of People to occupy unit: Adults _____ Children _____

Name of Property Owner _____ Phone # _____

Mailing address of Owner _____

Name of Buyer or one Tenant _____ Phone # _____

Present address of Buyer or Tenant _____

Mailing address of Buyer after sale _____

Contact Person for Re-inspection _____ Phone # _____

Names of **all** people to occupy unit (include date of birth for **all** Occupants)

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

I being duly sworn according to law upon oath depose and say that the information set forth in the above application is the truth, to the best of my knowledge. This is an official document as per Borough Code 160-7 and 160-8. Misrepresentation or falsification shall be punishable by Law.

*** Occupancy is not permitted until C.O. is issued. Please advise occupants of the recycling law and trash ordinances.**

Signature of Owner, Tenant or Agent

OFFICE USE ONLY

FEES: Rental	\$35.00	Commercial Rental	\$ 70.00
Single Family Sale	\$70.00	Commercial Sale	\$145.00 (\$30.00 ea added Unit)
Two Family Sale	\$85.00	Multiple Dwelling Sale	\$125.00 up to 5 Units (\$30.00 ea added Unit)
Re-inspection	\$25.00 per Unit		
Tourism Fee	\$75.00	(Separate Check and must be submitted with application fee!)	

Received by: _____ Date: _____ Fee \$ _____

CERTIFICATE OF OCCUPANCY INSPECTION CHECK SHEET

EXTERIOR OF BUILDING:

1. Condition of roof, gutters, downspouts and leaders
2. Condition of sidewalk, driveway and apron
3. Condition of fences, shrubs and hedges
4. All windows and entrance doors must have screens in good condition
5. Condition of chimney, flashings and fireplace
6. Condition of siding of structure (paint, brick, stucco finishing)
7. All exterior stairs which have 3 risers or steps must have handrail
8. Grounds around building must be free of debris
9. House or dwelling must have minimum 3"x ½ ' street numbers

INTERIOR OF BUILDING:

1. Check for electrical light fixture in each room
2. Where there is one light fixture there must be a minimum of one electrical double wall outlet
3. All windows are to be operable with no broken sash cords & have locks
4. All broken or cracked windows must be replaced
5. Check all plumbing fixtures for leaks
6. Check heating system; there must be emergency furnaces switches
7. Check electrical main panel for oversized fuses-Type "S"
8. Smoke Detector is required (one on each floor)
9. Check for excess debris in attic, cellar and throughout house
10. All floors & floor coverings must be in good condition
11. All interior stairs which have 3 risers or steps must have handrail
12. Gas Stove; shut off valve behind stove
13. Relief Valve; piping must be ¾" to extend 6" above floor (no plastic)
14. All receptacles located within 6 feet of water appliance (sink, tub, toilet) shall be a G.F.I. type receptacle
15. Need carbon monoxide alarm within the vicinity of all bedrooms
16. Need fire extinguisher located within 10 feet of Kitchen
 - mounted on the wall with the hangers and brackets supplied by the manufacturer
 - size shall be no smaller than 2A:10B:C for residential use and no more than 10lbs
 - top of extinguisher must not be more than 5 feet above the floor
 - installed with operating instructions clearly visible

**IN LIEU OF AFFIDAVIT TO
CERTIFICATE OF OCCUPANCY**

Group Rentals are **only** permitted with the **RB** Zone (100 Block of Ocean Avenue) and the **RT** Zone (200 Block North of Brinley Avenue – **includes** Brinley Avenue North)

Group Rentals are **not** permitted in the 300, 400, 500 and 600 Blocks. These are **Single Family** Zones.

I the undersigned are aware that Group Rentals are **not** permitted within Single Family Zones and certify that the names listed on the Certificate of Occupancy constitute a family as defined in the Group Rental Section of the Borough of Bradley Beach Code Chapter 365 et. Seq.

I further certify that to the best of my knowledge this rental will **not** be used as a Group Rental.

Name of Owner or Agent _____

Signature of Owner or Agent

Date