

Date of Application: \_\_\_\_\_ CERT NO: \_\_\_\_\_

Fee: \$35.00 Plus Smoke Fee Fee Paid: \_\_\_\_\_

Cash or Check # \_\_\_\_\_

**BOROUGH OF KEYPORT – Code Enforcement Office**  
70 West Front Street, Keyport, NJ 07735  
732-739-5135

**Application for Housing and Building Code**  
**Certificate of Occupancy – BUSINESS CHANGE**

The undersigned, hereby applies for a Housing Code Certificate of Occupancy and represents that the information supplied herein is true, knowing that is relied upon in the granting of this Certificate of Occupancy.

**Owners Information**

Name of Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Owners Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Emergency Phone #: \_\_\_\_\_

Signature of Owner of Property: \_\_\_\_\_  
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Location of Premises being rented: \_\_\_\_\_

Block No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Zone: \_\_\_\_\_

Date of Occupancy: \_\_\_\_\_

**Tenant Information**

Name of Legal Tenant \_\_\_\_\_ Phone # \_\_\_\_\_

Tenant Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

APPLICATION SIGNED BY: \_\_\_\_\_  
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**Business Information**

Business Name: \_\_\_\_\_

Existing Use of Premise: \_\_\_\_\_

Proposed Use of Premise: \_\_\_\_\_

Building, Suite or Unit # \_\_\_\_\_  
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Inspection Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

BOROUGH OF KEYPORT  
FIRE PREVENTION BUREAU  
70 W. Front Street, Keyport, NJ 07735

APPLICATION FOR CERTIFICATE OF SMOKE DETECTOR, CARBON MONOXIDE  
ALARM & FIRE EXTINGUISHER COMPLIANCE

Address of Inspection: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**Current** Owner: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

**Buyer's** name (if applicable) \_\_\_\_\_ Phone \_\_\_\_\_

Current Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

**Renter's** Name (if applicable) \_\_\_\_\_ Phone \_\_\_\_\_

Previous Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Agents Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_ Phone \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \$35.00 – if received more than 10 business days prior to change of occupant;  
\$70.00 – if received four to ten business days prior to change of occupant;  
\$125.00 – if received fewer than four business days prior to change of occupant.

Note: Homes constructed after January 1, 1997 provided with AC powered and or interconnected detectors shall be maintained in working order.

On each level of the dwelling, including basements; and Outside each separate sleeping area, within ten feet, and all smoke detectors, have fresh batteries and are in working order;

**A Carbon Monoxide Alarm must be installed within 10 feet of all sleeping areas.**

A minimum of a **5 lb ABC Fire Extinguisher** shall be installed in the kitchen and shall be installed in a visible and readily accessible location, free from being blocked. Fire extinguisher shall be mounted using brackets and hangers supplied by manufacturer.

Note: All smoke detectors over 10 years old shall be replaced with new.

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For office use only:

Fee Paid: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_ File no. \_\_\_\_\_

This form must be included and filled out for all & any type Certificate of Occupancy

Borough of Keyport  
Certificate of Occupancy

**Commercial/Business Check List**

**Rentals/Sales**

**INTERIOR**

- A. All wood/door glazing must be intact, no cracks or broken glass.
- B. Hot and cold water is required
- C. A bathroom is required with operable window or mechanical ventilation.
- D. All bathroom fixtures shall be clean and operational.
- E. Adequate heating for all rooms is required.
- F. Electrical wiring shall not be bare or exposed in any manner and outlets must have covers.
- G. All electrical junction boxes shall have covers.
- H. GFI's are required in all bathrooms and within 6 feet of any sink locations in other than bathroom area's.
- I. All canopies, marquees, signs, metal awnings, stairways, fire escapes, standpipes, exhaust ducts, similar overhang extensions shall be maintained in good repair and be properly anchored, so as to be kept in a safe and sound condition. They shall be protected from the elements and against decay and rust by the periodic application of a weather coating material, such as paint or other protective treatment.
- J. Handrails: Every flight of stairs which has three (3) or more risers, interior/exterior, shall have handrails which shall be located as required by building codes, and every open portion of a stair, porch, landing and balcony, which is more than 30 inches above the floor or grade below, shall have guardrails. Every guardrail and handrail shall be firmly fastened and capable of bearing normally imposed loads and shall be maintained in good condition. The maximum distance between spindles and balusters shall be four (4) inches, to prevent falling through sides of stairway.

**EXTERIOR**

- K. Sidewalks/driveways/steps/parking areas shall be in good repair and maintained.
- L. Surrounding area, shall be free from debris, weeds and other plant growth.
- M. All exterior surfaces shall be in good repair and maintained.
- N. Basements/cellars/crawl spaces shall be reasonably free from excess dampness. No storage is allowed in basements or attics, unless approved by the code official.

**OTHER**

Fire extinguishers shall be located on each level and installed at the discretion of the code official. All fire alarm systems shall be serviced and certified on an annual basis and each change of occupancy. All exit signs and emergency lighting shall be maintained and in proper order.

Borough of Keyport – Code Enforcement Office  
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HEATING SYSTEM & HOT WATER HEATER CERTIFICATION

Date: \_\_\_\_\_

Address of Property: \_\_\_\_\_  
\_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Company certifying Heating & Hot water heater:  
\_\_\_\_\_

Address of Company: \_\_\_\_\_

Telephone # \_\_\_\_\_

THIS IS TO CERTIFY THAT A QUALIFIED TECHNICIAN FOR THE ABOVE NAMED COMPANY HAS INSPECTED THE HEATING SYSTEM AND HOT WATER HEATER AT THE ABOVE CAPTIONED ADDRESS.

The above system has \_\_\_\_\_ Passed \_\_\_\_\_ Failed

\_\_\_\_\_ Tested existing heating unit under operating conditions for work, defective and missing parts; including all lines, ducts, thermostats, fuel tank, convectors, radiators, valves, grilles, gauges, registers, fittings, dampers and flues. Check flue for gas leaks (carbon monoxide and sulfur dioxide). Flue meets code and clearance requirements for this type of heating unit and hot water heater. The system is capable of providing at least 65 degree inside temperature when outside is zero degree.

\_\_\_\_\_ Check here if the above system was not in good and safe operating condition at the time of inspection and itemize below all parts and/or replacements which would be necessary to put in good and safe operating condition, including any repairs to the system.

Make: \_\_\_\_\_ Model # \_\_\_\_\_

Serial # \_\_\_\_\_

Technician \_\_\_\_\_ Date: \_\_\_\_\_

This form is to be included with all Certificate of Occupancy, Certificate of Occupancy/Title of Transfer, Certificate of Occupancy/Business Change & Certificate of Occupancy/Business Change/Title of Transfer.