



# Township of Ocean

399 Monmouth Road

Oakhurst, New Jersey 07755

Office: 732-531-5000 Ext 3392 – [oceancode@oceantwp.org](mailto:oceancode@oceantwp.org)

## Residential Resale Continued Certificate of Occupancy Application Packet

All applications must be filled out completely and all fees paid prior to submitting and receiving an inspection date. The application will not be accepted if all information requested is not complete. All open permits must be closed prior to receiving the Certificate. All forms must be signed by the property owner; otherwise application must be accompanied by the Power of Attorney, or Executor/Executrix/Trustee Certificate. The CO will be withheld if all items included in this packet are not fulfilled.

The following packet includes:

Page 1 – Packet Cover Page

Page 2 – Application (Must be filled out in its entirety)

Page 3 – Home Improvement Form (Must be filled out by property owner)

Page 4 – HVAC Furnace /Heating System Inspection Form

(Must be completed by a licensed NJ Heating Specialist)

Page 5/6 – Inspection Checklist

Page 7 – Flood Hazard Letter

**Page 8/9 - Smoke Alarm, Carbon Monoxide Alarm & Portable Fire Extinguisher Inspection is performed by your Fire District. You must apply directly with them.**

### Fee Schedule

Initial Inspection for Single Family Dwelling: Walk-in fee \$175.00 - Online fee \$150.00

Initial Inspection for Condo/Townhouse Sale or Rental: Walk-in fee \$150.00 - Online fee \$125.00

Initial Inspection for Apartment: Walk-in fee \$100.00 - Online fee \$50.00

All Re-Inspections (2 or more inspections): \$75.00 per inspection

All fees must be paid at time of application. Please make checks payable to "Township of Ocean".

### Notes

- The Township of Ocean Continued Certificate of Occupancy process does not supersede or qualify as a home buyers or structural inspection. Township of Ocean is not responsible for any issues prior, during and after an inspection. Our inspectors are not contractors or engineers and all issues found at a property are at the discretion of the inspector. If deemed necessary, a contractor of a specialty trade may be needed to resolve certain issues and permits may be needed. It is illegal to do work without a permit. Additions, basements, renovations, decks, etc. are illegal without permits.
- All inspections meet the standard of the adopted current International Property Maintenance Code
- Photographs may be taken of your property and its contents during the inspection.
- All structures on the property are subject to inspection.

It is advised that all structures be inspected by a licensed contractor or have a licensed home inspection performed prior to moving/occupying the residence. If applicable, this inspection should include the following but not limited to the heating unit, fireplace and chimney, GFCI's, and well and septic systems.

**Any issues or concerns are to be directed to (732) 531-5000 Extension 3392**



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Insp Date	_____
Fee Paid	_____
Check#	_____

## Application for Continued Certificate of Occupancy (Non UCC)

Block \_\_\_\_\_ Lot \_\_\_\_\_ Qualifier \_\_\_\_\_

Date \_\_\_\_\_ Bedrooms \_\_\_\_\_

Fireplace Yes( ) NO( )

This application is for inspection approval and issuance of a Certificate of Continued Occupancy (Non UCC) for the following structure as provided by Township Ordinance Chapter § 7-3.3. \*Must be filled out upon submission. Additional information will be required prior to Certificate of Occupancy being awarded.

\*Structure Address: \_\_\_\_\_ E-mail \_\_\_\_\_

\*City water \_\_\_\_\_ City Sewer \_\_\_\_\_ Well water \_\_\_\_\_ Septic \_\_\_\_\_ (MCHD Inspection required)

\*Name of Present Owner: \_\_\_\_\_

\*Corp. Name \_\_\_\_\_ \*Principal of Corp. \_\_\_\_\_

\*Owner's Present Address: \_\_\_\_\_

\*Owner's Future Address: \_\_\_\_\_

\*Phone Number: \_\_\_\_\_ \*Work or Cell Number: \_\_\_\_\_

Name of Buyer \_\_\_\_\_

Present Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (Note: you may not use Agent's phone number)

Name of Agent of Seller: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Agent of Buyer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Closing or Move in Date: \_\_\_\_\_

- All one family dwellings (rented, leased, or sold) shall be required to apply for a Smoke Alarm, Carbon Monoxide Alarm & Portable Fire Extinguisher Compliance
- Failure to make application for CCO and Smoke Detector is punishable by fine.
- By signing below you understand the following: Photos may be taken during the inspection. The Township advises all structures be inspected by a licensed contractor, or have a licensed home inspection performed prior to occupying the residence. If applicable, this inspection should include the following but not limited to the heating unit, fireplace and chimney, GFCI's, and well and septic systems.

Signature of Applicant: \_\_\_\_\_



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Property Owner's Name \_\_\_\_\_

## Home Improvement Form

The information listed below must be submitted as part of your CCO application. This form must be filled out in its entirety by the homeowner. No letter of authorization will be accepted in lieu of.

Address: \_\_\_\_\_

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

Whether you made any of these improvements to your home or they were in place when you purchased your home, please answer YES or NO if you home had any of the following.

	Zoning Approval	
Flat Patio(s)/Walk(s)	YES: _____	NO: _____
Sport Courts	YES: _____	NO: _____
Shed (200 sq. ft. or less)	YES: _____	NO: _____
Fences	YES: _____	NO: _____
Driveway Modifications	YES: _____	NO: _____
Any variances granted at this property	YES: _____	NO: _____

If Yes, Explain: \_\_\_\_\_

	Permit Number	
Swimming Pool	YES: _____	NO: _____
Finished Basement	YES: _____	NO: _____
Finished 3 <sup>rd</sup> Floor/Attic	YES: _____	NO: _____
Addition	YES: _____	NO: _____
Shed (Over 200 sq. ft.)	YES: _____	NO: _____
Deck	YES: _____	NO: _____
Gazebo/Pavilion/Pergola	YES: _____	NO: _____
Stanchions	YES: _____	NO: _____
Hot Tubs	YES: _____	NO: _____

I do hereby certify to the best of my knowledge that the foregoing statements made by me are true.

Homeowner Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_



# TOWNSHIP OF OCEAN

399 Monmouth Road  
Oakhurst, New Jersey 07755  
732-531-5000 ext. 3392

## HVAC FURNACE/HEATING SYSTEM INSPECTION FORM

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

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

### Property Owner's Information:

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

### Heating Specialist's Information: (Must be licensed by the state of New Jersey)

Company Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

License# \_\_\_\_\_

Inspector's Name: \_\_\_\_\_

Type of System: Forced Hot Air [ ] Hot Water Baseboard [ ] Mini Split [ ]

Type of Fuel: Oil [ ] Natural Gas [ ] Propane Gas [ ] Electric [ ]

CHECKLIST ITEM	ACCEPTABLE	UNACCEPTABLE
1. Inspect condition of flue pipe into chimney (If Ultra Vent, check for cracks)		
2. Inspect PVC Venting on high efficiency furnaces for loose fittings and or water leaks		
3. Inspect draft hood on natural draft furnaces for holes		
4. Inspect heat exchanger for cracks and holes		
5. Check heat exchanger for carbon		
6. Check draft on natural vent chimneys		
7. Check C/O reading at draft hood and in front of furnace READING # _____		
8. Check C/O reading at supply register in living area of house READING # _____		
9. Check normal cycling		
10. Verify all rooms air temperature maintained at minimum 68 degrees		

THIS FORM MUST BE SUBMITTED WITH THE CO (Non UCC) APPLICATION

\_\_\_\_\_  
Signature of Heating Specialist

\_\_\_\_\_  
Date





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### Continued Certificate of Occupancy Courtesy Checklist

#### Exterior of the Structure

1. Any peeling paint, missing siding, or structural deterioration must be repaired/replaced
2. All gutters and leaders must be connected, free from debris, and painted the same color as the house/trim
3. All doors, windows, skylights, and screens must operate as manufactured, and be free of holes/breaks.
4. House number must be at least 4' in height and clearly visible from the street.
5. Accumulation of trash or debris must be properly disposed of per Township Ordinance.
6. Garbage and recycling containers provided by the Township of Ocean must be located at the property.
7. Any grass or obnoxious growth must be maintained per the Township Ordinance of less than 10" in height
8. Stairways, decks, porches, and balconies. Shall be maintained in good repair. Handrails required on all stairs having four risers or if open portion exceeds 30" in height.
9. Pool Enclosures. Private swimming pools, hot tubs and spas, containing water more than 24 inches in depth shall be completely surrounded by a fence or barrier not less than 48 inches in height above the finished grade. All gates in such barriers shall be self-closing and self-latching.
10. All accessory structures on the property, decks, and patios, and must be in a conforming location. Permits may be required if not done so prior to installation.
11. Driveways and interior sidewalks must be in good repair
12. Cracked sidewalks and public access including along the street are the responsibility of the property owner and must be repaired/maintained according to the Municipal Engineer's requirements

#### Interior of the Structure

1. All flights of stairs having more than four risers, or more than 30" in height shall have a handrails.
2. All plumbing fixtures must be in good working condition.
3. Any bathrooms without a window must have an exhaust fan that leads to the exterior.
4. No visible holes or cracks in walls, floors, ceilings, doors, or windows.
5. Evidence of leaks or standing water in basement must be repaired/remediated.
6. All outlets and light switches must have proper covers
7. GFCI protected outlets are required for All outlets within 6' of water including laundry areas, and exterior of dwelling
8. Infestation. Structures shall be kept free from insect and rodent infestation.
9. Means of egress doors shall be readily openable without the need for keys, special knowledge or effort. Only thumb lock deadbolts are permitted.
10. All bedrooms and closets must have doors – No keyed locks on bedroom doors
11. All cooktops/burners must operate as manufactured – gas burners must not be lit using a lighter or match.
12. Automatic Garage door openers must plug directly into a designated outlet. The use of EXTENSION CORDS are NOT Permitted.
13. Any safety or sanitary condition will be noted, and may require a re-inspection

# Township of Ocean

Monmouth County

399 Monmouth Road  
Oakhurst NJ 07755-1589



Office of Emergency Management  
732-531-5000  
X3378

## Flood Hazard: Check Before You Buy

Most everyone knows that coastal properties are subject to flooding and wind damage from hurricanes. There are maps that show areas predicted to flood and to find out more about flood-prone area maps. To access these maps check with the Township Community Development Office or online at [www.oceantwp.org](http://www.oceantwp.org), Emergency Management and select FEMA Flood Map Service.

However, flooding and other surface drainage problems can occur well away from the coast. If you're looking at a property, it's a good idea to check out the possible flood hazard before you buy. Here's why:

- The force of moving water or waves can destroy a building.
- Slow-moving floodwaters can knock people off their feet or float a car.
- Even standing water can float a building, collapse basement walls, or buckle a concrete floor.
- Water-soaked contents, such as carpeting, clothing, upholstered furniture, and mattresses, may have to be thrown away after a flood.
- Some items, such as photographs and heirlooms, may never be restored to their original condition.
- Floodwaters are not clean: floods carry mud, farm chemicals, road oil, and other noxious substances that cause health hazards.
- Flooded buildings breed mold and other problems if they are not repaired quickly and properly.
- The impact of a flood—cleaning up, making repairs, and the personal losses—can cause great stress to you, your family, and your finances.

**Floodplain Regulations:** Ocean Township regulates construction and development in the floodplain to ensure that buildings will be protected from flood damage. Filling and similar projects are prohibited in certain areas. Houses substantially damaged by fire, flood, or any other cause must be elevated to or above the regulatory flood level when they are repaired. More information can be obtained from Ocean Township Building Department at (732) 531-5000, ext 3348.

**Check for a Flood Hazard:** Before you commit yourself to buying property, do the following:

- Ask the Ocean Township Building Department or Emergency Management Office if the property is in a floodplain; if it has ever been flooded; what the flood depth, velocity, and warning time are; if it is subject to any other hazards; and what building or zoning regulations are in effect.
- Ask the real estate agent if the property is in a floodplain, if it has ever been flooded, and if it is subject to any other hazards, such as sewer backup or subsidence.
- Ask the seller and the neighbors if the property is in a floodplain, how long they have lived there, if the property has ever been flooded, and if it is subject to any other hazards.

**Flood Protection:** A building can be protected from most flood hazards, sometimes at a relatively low cost. New buildings and additions can be elevated above flood levels. Existing buildings can be protected from shallow floodwaters by regrading, berms, or floodwalls. There are other retrofitting techniques that can protect a building from surface or subsurface water.

**Flood Insurance:** Homeowners insurance usually does not include coverage for a flood. One of the best protection measures for a building with a flood problem is a flood insurance policy under the National Flood Insurance Program, which can be purchased through any licensed property insurance agent. If the building is located in a floodplain, flood insurance will be required by most federally backed mortgage lenders. Ask an insurance agent how much a flood insurance policy would cost.

# Bureau of Fire Prevention

## Township of Ocean

Twp. of Ocean Fire Dist. # 2

2001 Sunset Avenue

Ocean, NJ 07712

Phone: 732-988-0880

Fax: 732-988-6698

### APPLICATION FOR SMOKE DETECTOR, CARBON MONOXIDE ALARM, AND FIRE EXTINGUISHER COMPLIANCE

Date of Application: \_\_\_\_\_ Date of Occupancy Change: \_\_\_\_\_

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

Type of Inspection: Resale / Rental Number of Bedrooms: \_\_\_\_\_ Number of Occupants: \_\_\_\_\_

Present Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Buyer / Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

.... List additional occupants on rear of application ....

Agents Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Firm: \_\_\_\_\_

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

An owner who sells, leases, rents, or otherwise permits to be occupied for residential purposes must obtain a  
Smoke Detector/Carbon Monoxide Alarm/Fire Extinguisher Inspection or be subject to a \$500.00 fine as per  
N.J.A.C. 52:27D-198.3

Call Appropriate Fire District # For Appointment

For Office Use Only

Fee: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_ Log # \_\_\_\_\_

Inspectors Name: \_\_\_\_\_ Fire Marshal: \_\_\_\_\_ Date: \_\_\_\_\_

Buyer / Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Buyer / Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Buyer / Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Buyer / Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

The detectors required below shall be located and maintained in accordance with NFPA 72. The detectors are not required to be interconnected. Battery powered detectors are acceptable but shall have a 10 YEAR SEALED BATTERY and be in accordance with N.J.A.C 5-70-4.19(c). NOTE: Homes constructed after January 1977 provided with AC powered and/or interconnected detectors shall be maintained in working order.

☐ On each level of the dwelling, including basements: excluding attic or crawl spaces: and

☐ Outside each separate sleeping area: and

☐ Carbon Monoxide Detector installed within the vicinity of each sleeping area.  
N.J.A.C 5-70-4.19(d)

☐ All Smoke and Carbon Monoxide Detectors are in working order.

☐ Min 2A:10BC Fire Extinguisher required to be mounted within 10 feet of the kitchen

**FEE:** \$45.00 – Received more than 10 business days prior to the change of occupancy  
\$90.00 – Received 4 to 10 business days prior to the change of occupancy  
\$161.00 – Received fewer than 4 business days prior to the change of occupancy

*\* A \$20.00 Re-inspection fee will be required for any failure of an inspection\**

**Make Checks Payable to: Township of Ocean Fire District No. 1**





BUREAU OF FIRE PREVENTION  
TOWNSHIP OF OCEAN  
FIRE DISTRICT #1  
OFFICE - 732-222-2624

**APPLICATION FOR SMOKE DETECTOR, CARBON MONOXIDE ALARM,  
AND FIRE EXTINGUISHER COMPLIANCE**

Date of Application: \_\_\_\_\_ Date of Occupancy Change: \_\_\_\_\_

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

Type of Inspection: Resale / Rental Number of Bedrooms: \_\_\_\_\_ Number of Occupants: \_\_\_\_\_

Present Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

**\*\*EMAIL REQUIRED:** \_\_\_\_\_

Buyer / Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

**\*\*EMAIL REQUIRED:** \_\_\_\_\_

.... List additional occupants on rear of application ....

Agents Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Firm: \_\_\_\_\_ **\*\*EMAIL:** \_\_\_\_\_

**\*\*REQUIRED**

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

**\*\* INSPECTION CERTIFICATIONS WILL BE EMAILED AS OF JANUARY 1, 2023 – PROVIDED EMAIL BELOW\*\***

An owner who sells, leases, rents, or otherwise permits to be occupied for residential purposes must obtain a Smoke Detector/Carbon Monoxide Alarm/Fire Extinguisher Inspection or be subject to a \$500.00 fine as per N.J.A.C. 52:27D-198.3

*For Office Use Only*

Fee: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_ Log #: \_\_\_\_\_

Inspectors Name: \_\_\_\_\_

Fire Marshal: \_\_\_\_\_

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

Buyer / Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Buyer / Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Buyer / Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Buyer / Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

The detectors required below shall be located and maintained in accordance with NFPA 72. The detectors are not required to be interconnected. Battery powered detectors are acceptable but Shall have a 10 YEAR SEALED BATTERY and be in accordance with N.J.A.C 5-70-4.19(c). NOTE: Homes constructed after January 1977 provided with AC powered and/or interconnected detectors shall be maintained in working order.

- ☐ On each level of the dwelling, including basements: excluding attic or crawl spaces: and
- ☐ Outside each separate sleeping area: and
- ☐ Carbon Monoxide Detector installed within the vicinity of each sleeping area.  
N.J.A.C 5-70-4.19(d)
- ☐ All Smoke and Carbon Monoxide Detectors are in working order.
- ☐ Min 2A:10BC Fire Extinguisher required to be mounted within 10 feet of the kitchen

**FEE: \$45.00 – Received more than 10 business days prior to the change of occupancy**  
**\$90.00 – Received 4 to 10 business days prior to the change of occupancy**  
**\$161.00 – Received fewer than 4 business days prior to the change of occupancy**

**\* A \$20.00 Re-inspection fee will be required for any failure of an inspection\***

**Make Checks Payable to: Township of Ocean Fire District No. 1**

# **Township of Ocean**

Monmouth County

399 Monmouth Road  
Oakhurst NJ 07755-1589



This is a courtesy notice referencing the Township of Ocean Snow Removal ordinance. It's necessary for you to comply with the following recommendations in order to fulfill the requirements of the Revised General Ordinance (RGO), Land Development Ordinance (LDO) and the Building Officials and Code Administrators Property Maintenance Code (BOCA PM)

## **§ 3-10 REMOVAL OF SNOW AND ICE**

### **§ 3-10.1 Land Abutting Public Streets**

Each owner, tenant or person in possession of any land abutting upon any public street or highway in the Township, shall clear and remove all snow and ice from the abutting sidewalk of concrete, cursed stone or cinder within 12 hours of daylight after the snow has fallen or formed thereon.

### **§ 3-10.2 Single and Multiple Dwelling Properties (Amended 1-10-2019 by Ord. No. 2314)**

Each owner in the Township of a single and/or multiple-dwelling property on which are constructed any private streets, highways, lanes, alleys or other roadways open to the public in the Township shall clear and remove all snowfall six inches or less in depth and ice be formed thereon. When the accumulations exceed six inches, snow and ice must be removed within 72 hours unless the Township Manager or his/her designee determines it to be a special hazard.

Code Enforcement Administration