

Pine Beach Borough

Inspection Fee is: \$75.00 CASH
Re-Inspection Fee: \$40 CASH
EXACT CHANGE REQUIRED

Housing Certificate & Commercial Certificate Rental & Resale Checklist of Requirements

*All required documents must be submitted PRIOR to conducting an inspection. The list below is not all inclusive and may be changed to reflect code updates. *Allow a minimum of two (2) weeks processing time**

- 1) Heating system certification by licensed contractor.
 - 2) Chimney certification by a licensed contractor.
 - 3) House number to be in place: visible from street.
 - 4) Property must be free from all debris and trash.
 - 5) Exterior and interior of structure in good repair (roof, siding, windows, paint, insect screens, etc.).
 - 6) Handrails and guardrails on stairs and decks with three risers or more.
 - 7) Plumbing in working order.
 - 8) All utilities to be turned on (gas, electric, water, sewer).
 - 9) Cooking device in good working order and must have the **anti-tip safety bracket** installed properly.
 - 10) Smoke Alarms: 10-yr sealed battery smoke detectors are required in every bedroom, an additional smoke alarm is required within 10 feet of each bedroom in the hallway, as well as on every level within the structure. If detectors are AC-powered and interconnected, you do **not** need to install new 10-yr units.
 - 11) Carbon monoxide detector required on each level (No need for 10-yr model); can be plug-in or battery.
 - 12) Fire Extinguisher, **2:A10:BC type**, 2.5 lbs. minimum to 10 lbs. maximum, and
 - Must be wall-mounted and visible within 10' of the kitchen, and
 - Top of extinguisher must be no higher than 5' above the floor, and
 - Must be located near a room exit or travel way that provides an escape route to the exterior, and
 - Cannot be blocked by furniture, storage or other items; cannot be inside an enclosed area, and
 - Must be accompanied by an owner's manual.
 - 13) All open permits must be closed with final inspections.
 - 14) Comply with all requirements of the International Property Maintenance Code.
 - 15) Electrical GFI by all water sources and exterior outlets and washing machines.
 - 16) Hot water heater pressure relief valve to code.
 - 17) All residential and 2-Family structures with "**Secondary Power Sources**" such as: **generators, solar panels, and battery storage systems** must post a label stating "Caution: Multiple Sources of Power". It **must not** be handwritten and must be installed within 18 inches of the main electrical panel and meter. [P.L.2-25, c.19]
 - 18) Commercial properties must show proof of State Fire Inspection and valid Certificate.
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- 19) **FOR RENTAL PROPERTIES:** Business Owners and Rental Unit Owners must submit proof of liability insurance in the amount of at least \$500,000 for single-family properties that covers property damage and bodily injury to or death of 1 or more persons in any 1 accident or occurrence, per NJSA §40A:10A-1 & A-2 (see State of NJ law for details) before a Certificate will be issued. ANNUALLY updated proof of insurance is also required to be submitted to Pine Beach Borough and with each event of tenant turnover for each business and rental unit.
 - 20) **LANDLORDS** must also complete state-mandated Landlord Registration Form with landlord and Tenant Registration Form before a Housing Certificate will be issued, along with annually updated Landlord Registration.
 - 21) **RESIDENTIAL RENTAL PROPERTIES built prior to 1978** are subject to State NJAC 5:28A requiring a lead-paint hazard screening or proof of a "Lead-Free" Certification" or valid "Lead-Safe Certification;" a State Lead
Fee of \$20 is due as a separate payment in addition to the \$75 Certificate Fee.