



# Pine Beach Borough

## Housing Certificate / Commercial Certificate Application

Case \_\_\_\_\_

Paid \_\_\_\_\_

Re-Inspection Fee \_\_\_\_\_

Date of application \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Qualification \_\_\_\_\_

Address of property \_\_\_\_\_

Year of construction \_\_\_\_\_

Inspection date \_\_\_\_\_ ☐ Pass ☐ Fail

Re-Insp date \_\_\_\_\_ ☐ Pass ☐ Fail

☐ Rental unit constructed before 1978 (NJAC 5:28A)

State Lead Inspection Fee is required as a separate payment

Office Use: \$20 Paid \_\_\_ Cash \_\_\_ Check \_\_\_ Notes \_\_\_\_\_

Indicate: ☐ RESALE or ☐ RENTAL

Projected Closing Date \_\_\_\_\_

Must include \_\_\_ Heat Cert, \_\_\_ Chimney Cert

☐ Requesting water read & final utility bill

Projected Occupancy Date \_\_\_\_\_

Must include \_\_\_ Proof of Insurance, \_\_\_ Heat Cert,  
\_\_\_ Chimney Cert, \_\_\_ Landlord Registration & \_\_\_ Tenant  
Registration documents (For Commercial Cert, also \_\_\_ Life  
Hazard or Non-life Hazard certificate from Fire Marshal)

Indicate use of structure: ☐ Single family ☐ 2-family ☐ 3 apts. ☐ Other ☐ Commercial

Number of floors \_\_\_\_\_ # of bedrooms \_\_\_\_\_ # of units \_\_\_\_\_ Use \_\_\_\_\_

Name of owner \_\_\_\_\_

Address of owner \_\_\_\_\_

Owner cell phone # \_\_\_\_\_ Owner email \_\_\_\_\_

Agent (if any) \_\_\_\_\_

Agent cell phone # \_\_\_\_\_ Agent email \_\_\_\_\_

Email (for inspection setup) \_\_\_\_\_

Phone number (for inspection setup) \_\_\_\_\_

The applicant is requesting an inspection of the property for the above designated purpose. Your signature authorizes such inspection and the owner agrees to make all the necessary repairs found in violation before a Certificate will be issued. Inspection fee is \$75 (resale must be paid cash, exact change). \$40 re-inspection fee due before scheduling.

FOR RENTAL UNITS, a supplemental lead inspection fee of \$20 is also required per NJAC 5:28A. NJSA §40A:10A-1 & A-2 requires Landlords and Business Owners to provide proof of min. liability insurance.

Please allow a minimum of two weeks processing time.

Owner or Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Date \_\_\_\_\_ Final water reading  Read by \_\_\_\_\_ Sent to Utility Clerk \_\_\_\_\_

Record search for open permits/viol. ☐ Constr. \_\_\_\_\_ ☐ Zoning \_\_\_\_\_ ☐ LUB \_\_\_\_\_ ☐ Code \_\_\_\_\_ ☐ Rtl/Can \_\_\_\_\_

Doc(s) still due \_\_\_\_\_ ☐ Lead-Safe Cert Date \_\_\_\_\_ Insp. Init. \_\_\_\_\_ ☐ Lead-Free Certificate Date \_\_\_\_\_

Date	Certificate Inspection Notes
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This list is not all inclusive and lists selected items that have been observed on a preliminary inspection. No residential or commercial occupancy can occur.