



# BOROUGH OF ATLANTIC HIGHLANDS

100 FIRST AVENUE  
ATLANTIC HIGHLANDS, NJ 07716  
732-291-1444 FAX 732-291-9725  
WWW.AHNJ.COM

## APPLICATION FOR COMMERCIAL CERTIFICATE OF OCCUPANCY (ORD. 03-2011)

\*\*\*A Certificate of Occupancy is required to be issued before transfer of title and or occupancy. A non-refundable fee for rentals and sales must be paid to the Borough of Atlantic Highlands, must be paid in cash, check or money order. An adult must be present at the time of inspection. If a re-inspection is required the applicant and or agent must contact this office within 30 days to either schedule said re-inspection or request an extension or the application will be voided. Narrative and floor plan required.

**COMMERCIAL FEE \$125.00**

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qual: \_\_\_\_\_ Apt.# \_\_\_\_\_ Zone: \_\_\_\_\_ Use: \_\_\_\_\_

Present Property Owner: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Present or most prior use of space \_\_\_\_\_

First and Last Name(s) of Prospective Buyer(s) / Tenant(s): \_\_\_\_\_

Address of Buyer or Tenant: \_\_\_\_\_

Phone Number of Buyer or Tenant: \_\_\_\_\_  
Email of Buyer or Tenant: \_\_\_\_\_  
Proposed use in detail please attached letter \_\_\_\_\_

**Closing Date:** \_\_\_\_\_

**Rental Date:** \_\_\_\_\_

**Term of Lease:** \_\_\_\_\_

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

**\*\*If permits were taken out on the property they MUST be finalized by the Building Department prior to C/O inspection OPEN \_\_\_ CLOSED \_\_\_ NONE FOUND \_\_\_**

\*\*\*\*\*

Zoning Officer: \_\_\_\_\_ Approved: \_\_\_ Denied: \_\_\_ Date: \_\_\_\_\_

Code Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Ck# \_\_\_\_\_ Passed: \_\_\_\_\_ Failed: \_\_\_\_\_ C/O # \_\_\_\_\_



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## DIVISION OF FIRE PREVENTION

APPLICATION FOR CERTIFICATE OF SMOKE DETECTOR / CARBON MONOXIDE ALARM  
COMPLIANCE INSPECTION  
(ORD. 03-2011)

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qual: \_\_\_\_\_ Apt. # \_\_\_\_\_

Address To Be Inspected: \_\_\_\_\_

Building Owner:

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

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

### *Prospective Buyer/Tenant Information*

<i>FULL NAME</i>	<i>Gender</i>	<i>Age</i>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

### **FEES:**

*Requests made 10 or more days prior to inspection - \$45.00*

*Requests made 4 to 10 days prior to inspection - \$90.00*

*Requests made fewer than 4 days prior to inspection - \$161.00*

Check # \_\_\_\_\_ Amount \_\_\_\_\_ Received by \_\_\_\_\_

**\*Inspections are performed on Wednesday between the hours of 2:00 pm and 5:00 pm. Please be sure that a representative is at the location during these hours to ensure the inspection can be completed. No inspections will be performed without a representative present.**



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## INSPECTION GUIDELINES FOR CERTIFICATE OF OCCUPANCY

\*\*\*By the issuance of the Certificate of Occupancy, neither the Borough nor any of its officers or employees assumes any liability neither expressed nor implied in connection there within. The C/O inspection is a **visual inspection only** and certifies that the premises is clean and habitable. **It does not insure that the structure, water, electric and heating system is in A-1 condition.** A Borough issued C/O only insures that the premises are habitable and no apparent violations exist on the day of inspection. **All utilities (gas, water and electric) must be operating at the time of inspection.** An adult must be present at the time of inspection.

**PLEASE NOTE:** Permits and approvals required for any recent construction and any open permits must have a final inspection before a C/O can be issued.

### EXTERIOR INSPECTION:

1. Address numbers on home or mailbox must be visible from the street, no less than 4"
2. Condition of gutters, downspouts and leaders.
3. Condition of accessory structures i.e. fences and sheds.
4. Roof - no obvious leaks, damage or missing shingles.
5. Doors/Windows/Screens - Free of cracked glass. All screens must be in good condition with no rips.
6. All stairs that have 4 or more risers must have handrails, all stairs must be sound and in good repair.
7. Porches, landing and balconies that are 30" or more above ground must have a guardrail.
8. All painted surfaces must be free of flaking or peeling paint.
9. Swimming pools (if applicable) must have proper fencing with self-latching gate.
10. Property shall be free of over growth of grass, shrubs and weeds.
11. Property shall be free of debris.

(see attached page for interior inspection)

## INTERIOR INSPECTION:

1. Operable smoke detectors (battery or hardwired) one on each level and one in every bedroom is required.
2. Carbon Monoxide detectors (plug in, battery or hardwired) are required within 10 feet of each bedroom. If bedrooms are on different levels additional detectors are required.
3. An ABC type fire extinguisher no larger than 10 lbs. mounted in the kitchen.
4. Fire door / garage - door between the garage and adjacent interior space shall be a minimum of 1 3/8" solid core or honeycomb steel.
5. Wall / Ceilings / Floors - must be free of holes, cracks and tripping hazards.
6. Stove - all burners must function properly.
7. GFI protected outlets in all bathrooms.
8. GFI protected outlets within 4' of kitchen sink. For commercial properties all outlets in kitchens must be GFI.
9. All plumbing fixtures shall be free of leaks and must be in working order with hot & cold tempered water.
10. Ventilation in all bathrooms.
11. Stairs with 4 or more risers must have handrails.
12. Pressure and temperature valve on hot water heater (with an extending pip 4" - 8" from floor).
13. No evidence of leaks/cellar water / sump pump in basement.



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ATLANTIC HIGHLANDS, NJ 07716  
732-291-1444 EXT. 651  
FAX # 732-291-1741  
INTERNET SITE: WWW.AHNJ.COM

## DIVISION OF FIRE PREVENTION

### N.J. Uniform Fire Code Update January 1, 2019

#### N.J.A.C. 5:70-4.19

Smoke alarms for one- and two- family Dwellings; carbon monoxide alarms; and portable Fire extinguishers.

#### Smoke Alarms;

(a) In one- and two- family or attached single family dwellings subject to the requirements of N.J.A.C. 5:70-2.3, smoke alarms shall be installed as follows:

1. One each level of the premises, and
2. Outside each sleeping area, in the vicinity of the bedrooms.

One- and Two- Family Dwelling Subcode (N.J. IRC/2015)

R314.1 General, Smoke Alarms shall comply with NFPA 72 and Section R341.

R314.3 Location, Smoke Alarms shall be installed in the following locations;

1. In each sleeping room.
- (b) The smoke alarms required in (a) above shall be located and maintained in accordance With NFPA 72.
1. The alarms shall not be required to be interconnected.
- (c) Ten- year sealed battery- powered single station smoke alarms shall be installed in Accordance with ANSI/UL 217.  
However, A/C- powered single or multiple- station smoke alarms shall not be replaced With battery- powered smoke alarms.
1. A/C- powered smoke alarms shall be accepted as meeting the requirements of this section.

#### Carbon Monoxide Alarms;

(d) Carbon monoxide alarms shall be installed in all dwelling units in buildings in one-and- Two- family or attached single family dwellings, *except for units in buildings that do not Contain a fuel- burning device or have an attached garage*, as follows:

1. Single station carbon monoxide alarms shall be installed and maintained in the immediate vicinity of the sleeping area (s).
2. Carbon monoxide alarms may be battery- operated, hard-wire or of the plug- in type and shall be listed and labeled in accordance with UL-2034 and shall be installed in accordance with the requirements of this section and NFPA- 720.

#### Fire Extinguishers;

(e) A portable fire extinguisher shall be installed in accordance with the following:

1. The extinguisher shall be within 10 feet of the kitchen and located in the path of egress.
2. The extinguisher shall be readily accessible and not obstructed from view.
3. The extinguisher shall be mounted using the manufacturer's hanging bracket so the operating instructions Are clearly visible.
4. The extinguisher shall be an approved listed and labeled type with a rating of 2A-10B:C and no more Than 10 pounds.
5. The owner's manual or written operating instructions shall be provided during inspection and left for the New occupant.
6. The extinguisher shall be serviced and tagged by a certified Fire Safety Contractor within the past 12 Months or the seller/landlord must have a receipt for a recently purchased extinguisher.
7. The top of the extinguisher shall not be mounted more than five feet above the floor'



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WWW.AHNJ.COM CLERK@AHNJ.COM

**MICHELLE CLARK, ACTING MUNICIPAL CLERK**

**January 23, 2018**

**Atlantic Highlands Business Owner**

**Dear Business Owner,**

**As per Borough Ordinance 11-2012, Business Licenses / Mercantile Licenses are to be renewed annually.**

**Please take a minute and renew your license online. Our Borough website is [www.ahnj.com](http://www.ahnj.com). The fee for the annual registration is \$50.00.**

**Sincerely,**

**Michelle Clark  
Acting Municipal Clerk**



## Business Details

Is this application for new or renewal? \*

Is this a Retail Food Establishment? \*

Business Name \*

Street Address \*

Unit #

Phone # \*

Email \*

Product/Service Offered/Industry \*

## Mailing Details

Please input Mailing Address, if different than Property Address

Mailing Address

City

State

ZIP

## Business Owner Details

Corporate Business Name \*

Contact Name \*

Mailing Street \*

City, State, ZIP \*

## Emergency Contact Details

Name \*

Address (City, State, ZIP) \*

Phone # \*

## Fee Schedule

A Registration Fee of \$50.00 needs to be paid to the Borough of Atlantic Highland's Municipal Clerk before a license can be issued.

Fee Due