



## APPLICATION FOR RENTAL OCCUPANCY INSPECTION

BOROUGH OF WASHINGTON,  
100 Belvidere Avenue, Washington, NJ 07882  
(908) 689-3600 Ext. 123

**A minimum of 3 weeks notice is required for CCO (Continued Certificate of Occupancy) Inspections for Renting. No occupancy Prior to inspection! For All Rental Properties - Building Permits must be approved and Closed before Fire Inspections!!!**

Property:	
Block:	
Lot:	
Unit or Apt # :	
Property Owner:	
Address:	
Telephone # :	
Agent:	
Agent Telephone:	
Gross Floor Square Ft _____ Studio Apt.	Number of Bedrooms _____
_____ Apt. / House	1 <sup>st</sup> Bedroom _____ Square Ft
_____ Sq Ft.	2 <sup>nd</sup> Bedroom _____ Square Ft
	3 <sup>rd</sup> Bedroom _____ Square Ft
	Living Room _____ Square Ft
	Dining Room _____ Square Ft.
All work including Building Permits are approved and closed prior to inspection. Signature of Owner / Agent	Please Print Below: _____ Please Sign Below: _____
Fee Schedule:	\$10.00 Per Unit or Apt.
Paid: YES _____	Received By: _____
Check # _____	Amount: _____ Date: _____
Make check payable to "Borough of Washington"	
FOR BOROUGH USE ONLY:	
Maximum Number of Tenants Permitted in Apt/ Studio _____	Apartments or House meets the standards of the 2006 Property Maintenance Code. _____ Yes _____ No

## **Borough of Washington**

### **INSPECTION GUIDELINES FOR RENTAL CONTINUED CERTIFICATE OF OCCUPANCY**

- 1) Unit or Building must comply with the Certificate of Smoke Detector and Carbon Monoxide Alarm Compliance (See attached sheet)**
- 2) Steps at Front, side or rear of house. Must be solid (no deterioration or loose / rotted boards, or loose handrails).**
- 3) Permanent house numbers at least 3" inches on the front (street side) of the house.**
- 4) Provide 4' high fence with self closing and latching gate around the swimming pool.**
- 5) Roof, doors, windows and siding shall prevent weather from entering the house.**
- 6) Sump pump drainage to sanitary sewer is forbidden.**
- 7) Replace any defective flue piping and or reseal if loose at the chimney.**
- 8) Provide handrails, between 30" and 38" from front nosing of stair where there are 4 or more risers.**
- 9) Provide guardrails for any platforms more than 30" above the floor or along open side of stairs including attic areas.**
- 10) Every habitable room shall have at least 2 receptacles.**
- 11) Every bathroom shall have a window that opens or exhaust fan vented to the exterior.**
- 12) Every dwelling is required to have hot water.**
- 13) Cannot have double keyed deadbolts on egress door.**
- 14) Every habitable room shall have at least one window capable of being opened, or other opening directly into a street, yard, court, or open space.**

- 15) Each rental unit shall provide or contain access to a full bathroom with water closet, lavatory and bathtub or shower.
- 16) Maximum allowable number of people on a Deck, Balcony, or Porch shall be 9 square feet (standing) per person.
- 17) Each rental unit shall contain a kitchen including an area for the preparation of food, (including a stove and a sink). A fire extinguisher (rated 2A10BC) shall be installed following attached guidelines. (Kitchen area)
- 18) Two occupants to a 100 sq. ft. bedroom, plus a child 2 yrs. of age or younger. **No more**
- 19) One occupant for a bedroom between 70 and 100 sq. ft.
- 20) Dining rooms / Living rooms are not to be used as bedrooms.  
**Exception: Handicapped.**
- 21) **Before any new tenant moves in you must obtain a Fire Inspection application and a Continued Certificate of Occupancy.** There shall be a \$500.00 non-compliance penalty issued to anyone not applying for or has changed occupancy/ownership without said certification. Initial Inspections that fail will be subject to re-inspection fees.

**PLEASE NOTE:**

The above listed are guidelines. Other situations may arise which are specific to the structure / apartment being inspected at the time. These situations will be pointed out, to be corrected during the inspection and must be addressed prior to occupancy.