



## Pine Beach Borough Rental & Resale Checklist of Requirements

- 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 properties built prior to 1978** will be subject to a lead-paint hazard screening and may be required to provide evidence of a valid "Lead-Safe Certification" pursuant to State of N.J. P.L.2021, c.182.
- 
- 18) **FOR RENTAL PROPERTIES:** Business Owners and Rental Unit Owners must submit proof of liability insurance in the amount of at least \$500,000 that covers property damage and bodily injury to or death of one or more persons in any one accident or occurrence, per NJSA C.40A:10A-1&A-2 (see State of NJ-law for details) before a CO will be issued. Updated proof of insurance is also required to be submitted to Pine Beach Borough annually and with each event of tenant turnover for each business and rental unit.
  - 19) **LANDLORDS** must also complete state-mandated Landlord Registration Form with landlord and tenant contact information before a CO will be issued.

**Inspection Fee is: \$75.00 CASH**

**Re-Inspection fee is: \$40.00 CASH**

***All required documents must be submitted PRIOR to conducting a CO inspection***

The above list is not all inclusive and may be changed to reflect code updates

\*Allow a minimum of two (2) weeks processing time\*