



BOROUGH OF DEAL

190 Norwood Ave
Deal, NJ 07723

RENTAL / RESALE CERTIFICATE OF INSPECTION & FIRE SAFETY APPLICATION **FAXED, EMAILED OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Rental Resale

Single Family Two Family Multi Dwelling Business

A copy of the lease agreement must be attached to your application! **YOUR INSPECTION WILL NOT BE SCHEDULED WITHOUT A COPY OF THE LEASE**

Date of Application _____ Date of Occupancy Change _____

Number of Bedrooms _____ Number of Occupants _____

Property Address _____ Unit # _____

Present Owner of Property _____

Owners Address _____
(PO BOX ADDRESS IS NOT ACCEPTABLE) STREET/CITY/STATE/ZIP

PHONE _____ EMAIL _____

Name of Buyer/Tenant _____

Current Address of Buyer/ Tenant _____

PHONE _____ EMAIL _____

-List **All** Additional Occupants on Rear of Application. If More Space Needed Please Use Additional Sheet -

Agent _____ Firm _____

Phone _____ Email _____

RENTAL NOTE:

INT. _____ FOR SUMMER SEASONAL OCCUPANCY YOUR RENTAL CERTIFICATE WILL BE VAILID, FOR THE TENANTS LISTED FOR THAT SEASON

INT. _____ IF THE RESIDENCE IS AGAIN RENTED FOR THE WINTER SEASON ANOTHER RENTAL CERTIFICATE IS NEEDED FOR THE TENANTS LISTED FOR THAT SEASON.

INT. _____ FOR ALL YEAR ROUND RENTALS, A CERTIFICATE OF INSPECTION WILL BE VALID FOR 3 YEARS OR UNTIL A CHANGE IN OCCUPANCY OCCURS, WHICHEVER IS SOONER.

OCCUPANT _____ AGE _____ PHONE _____ EMAIL _____

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OCCUPANT _____ AGE _____ PHONE _____ EMAIL _____

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OCCUPANT _____ AGE _____ PHONE _____ EMAIL _____

*****IF A CONTACT SHEET IS ATTACHED TO THE LEASE PLEASE TRANSFER INFORMATION TO THIS SHEET *****

****Cert Fee:** \$125.00 – Single & Two Family Homes
 \$75.00 – Multi Dwelling
 \$50.00 – Mult Dwelling two or more inspections scheduled
 \$75.00 – Business Rental

NOTE: Homes constructed after 1977 provided with AC powered and/or interconnected detectors shall be maintained in working order.

- On each level of the dwelling including basements, excluding attic or crawl space
- Outside each separate sleeping area
- Carbon Monoxide detector installed within the 10 FT of each sleeping area
- All detectors are in working order
- Min 2 A 10 BC Fire Extinguisher required within 10 FT of the kitchen

****Fire Fee: PLEASE NOTE ALL CODE ENFORCEMENT INSPECTIONS ARE REQUIRED TO HAVE A SMOKE & CARBON INSPECTION INCLUDING ALL MULTIPLE DWELLINGS***

\$35.00 – More than TEN days prior to occupancy change
 \$70.00 – 4 to 10 days prior to occupancy change
 \$125.00 – Less than 4 days prior to occupancy change

**-Please Make all Checks Payable to the Borough of Deal-
 For Office Use Only**

Open Building Permits

No Yes

Notes: _____

Date Received _____ Cash _____ Check # _____ Initials _____



BOROUGH OF DEAL

Code Enforcement
190 Norwood Ave
Deal NJ 07723
(732)531-1454
Building@dealborough.com

Certificate of Inspection Checklist Residential/ Commercial **Sales & Rentals & Transfer of Title**

TO BE SUBMITTED WITH YOUR APPLICATION:

All applications MUST contain the following information.
Incomplete applications will not be accepted.

1. Applications must be submitted complete
 - a. Applications **WILL NOT** be accepted without all tenants/buyers information
2. Applicants must clearly print the names & ages of ALL occupants
3. All construction permits and violations must be closed out
4. All TAXES must be paid up to date
5. All commercial applications must have a description of the business attached to the application for zoning approval
6. All commercial applications must receive a mercantile license
7. All Landlords must complete the Landlord registration and keep it up to date
8. If a corporation is involved, provide a copy of the approved corporation formation documentation
9. Any property that is an Estate, provide Executor documentation with the application
10. FIRST REINSPECTION IS FREE SECOND REINSPECTION THERE IS A FEE

**** FAILING TO BE PRESENT FOR AN INSPECTION RESULTS IN AN AUTOMATIC FAILURE**

PLEASE NOTE THIS CHECKLIST IS JUST A GUIDE AND IS NOT ALL INCLUSIVE



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EXTERIOR CHECKLIST

1. No flaking or peeling paint
2. Street numbers must be visible & legible from the street
3. No holes/cracks in foundation and exterior walls
4. All trim in good condition
5. Chimneys and towers in good repair
6. Windows and screens free from breaks, cracks, holes or tears
7. Oil tanks not in use must be removed or filled in accordance with the Uniform Construction Code (demolition permit is required)
8. Handrails and guards are secure and in good repair
9. All sidewalks and stairs shall be free of cracks, holes, and hazardous conditions
10. All exterior outlets shall be G.F.C.I protected and covered
11. All gutters must be in good repair and cleaned. All down spouts must be in place
12. All trash and debris shall be removed from the property
13. All grass and weeds must be cut
14. All accessory structures (detached garage, pool, sheds, fences, walls, etc) shall be structurally maintained and in good repair
15. When inspections are scheduled for when there is snow on the ground or predicted, there must be a path cleared around the entire exterior to allow complete 360 observation of the structure. There must also be clear paths to all exterior doors, outlets, garages, and accessory structures (sheds, pools, gates, etc.)
All sidewalks must be shoveled.

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INTERIOR CHECKLIST

1. A smoke detector must be installed on each level
2. Carbon monoxide alarms must be installed outside each sleeping area/ in the immediate vicinity of bedrooms
3. Units must be free of infestation
4. Must be cleaned throughout and ready for occupancy
5. No cracks in door jams
6. Bathrooms and bedrooms must have doors
7. All kitchen and bath cabinets must be secured to walls and have a means to open and close (handles)
8. Windows must be operable and must stay in position when open and contain locks and screens.
9. All windows and doors must be weather tight.
10. All walls must be free of holes, cracks & other defects
11. All paneling must be secured to walls
12. All trim must be painted
13. Flaking paint must be scrapped and repainted
14. Any ceiling tiles stained or missing must be replaced
15. Carpeting must be clean and free of tears
16. All handrails and guardrails must be secure; no broken or missing spindles
17. Cooking appliances must have anti-tip installed as required
18. Ground fault circuit interrupters (GFCI'S) must be installed in kitchens, bathrooms, and laundry rooms (within 6ft of water)
19. All electrical outlets and switches must have covers
20. All plumbing fixtures must be operable
21. All flue connections shall be tight and sealed
22. Furnace shall be in safe working condition. All furnaces must have an emergency shut off marked with a red cover

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23. Radiators and exposed pipes must be clean and safe
24. Water heaters must have a pressure relief valve with an extension tube extended to within 6' of the floor
25. Fireplaces and wood burning stoves must be certified to their condition by a certified chimney sweep
26. All fuel burning vents must be inspected by a Chimney Safety Institute of America certified Chimney Sweep and certification submitted stating *"the chimney/vent is free and clear of obstruction and is substantially clean of residue and is appropriately lined and sized"*

FIRE EXTINGUISHERS

1. At least one portable fire extinguisher shall be installed in all One and Two family homes
2. Fire extinguishers must be listed, labeled, charged and operable
3. Rated for residential use, type 2A 10BC, no smaller than 4pounds & no larger than 10 pounds
4. On hangers or brackets supplied by the manufacturer
5. Visible and in an accessible spot. The top of the extinguisher no more than 5ft above the floor. Within 10ft of the kitchen area unless otherwise permitted by the enforcing agency.

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