

APPLYING FOR A RESIDENTIAL RENTAL CERTIFICATE OF OCCUPANCY
IN THE TOWNSHIP OF LAKEWOOD

The following information should prove useful to you and facilitate matter. (The housing code is greatly condensed here and is intended as a guide for your convenience.) Rental units are to be inspected BEFORE THEY ARE OCCUPIED. Occupancy of a rental unit is not allowed until a Certificate of Occupancy has been issued.

Interior

1. Potable approved water supply.
2. Toilet, tub, shower must afford privacy.
3. Plumbing fixtures must be in good working order.
4. Hot & cold water to sinks and tubs.
5. Heating equipment properly installed and in working order.
6. Mandatory Smoke Detectors within 10 feet of all bedrooms or inside each bedroom if dwelling was built after 1991.
7. If the unit is equipped with electric interconnected smoke detectors you CANNOT change them to battery operated ones.
8. Egress safe and unobstructed.
9. Bedrooms must be 70 sq. feet of floor area for a single bedroom occupant.
10. No room can be used as a bedroom if the traffic pattern dictates that other member of the household can travel through violating privacy.
11. Floors, carpets, foundation, walls, ceilings, doors, windows (Clean and in good working order).
12. All doors, windows, closets and cabinets must be capable of the use in which they were designed. Namely to open and close, eliminate drafts, provide ventilation when needed and to latch close and be able to lock.
13. There must be at least two electric outlets per room and in good working condition.
14. Leaking drains and faucets must be repaired.
15. Refrigerators must be working and stoves must have every burner working in good condition.
16. 3 or more steps must have handrail.
17. Foundation, floors, walls clear of dampness.
18. Free of rodents.
19. Windows must have screens from May 1 to Oct 1.
20. Paint/wallpaper in good condition.
21. Kitchen/bathroom floors impervious to water.
22. Termitte report may be required.
23. Solid core door or sheathing on door from garage to house.
24. No extension cords, spliced cords or adapter outlet for garage door openers.
25. Mandatory Carbon Monoxide Detectors within 10 ft. of sleeping areas.
26. Front door deadbolt cannot be a doubled keyed deadbolt latch to key.
27. Smoke detectors on every level including basement and attic if finished.

Exterior

1. Windows, roof and other parts of building in good repair.
2. Decks, porches, balcony have safe railings.
3. Roof, walls, windows, exterior doors free from holes and leaks.
4. Premises free from litter, garbage, rubbish junk and debris.
5. Lawns, hedges, bushes are to be maintained and trimmed.
6. Fences in good repair.
7. Driveway, steps sidewalks are to be in good repair.
8. Gutters & downspouts are to be in good repair.
9. Place street numbers on buildings- to be visible from road.
10. Pool fencing to meet code from original installation.
11. Tight fitting pool cover required when not in use.
12. Sheds, garages are to be in good repair.

Other Requirements

1. Well water must be tested and approved no more than six months before applying for a rental certificate of occupancy.
2. If oil supplied it must be tank tested for leak and certified by company that tested the tank.
3. **All open permits must be closed before inspection will be scheduled.**
4. Property owner or an agent/manager must be on site to operate all utilities.
5. Fire Extinguisher must be visible and mounted within 10' of the kitchen, **2A:10BC** rated between 2 and 10 pounds.
6. When a new tenant moves into a single family home, you must contact Public works at 732-905-3405 to arrange for garbage collection and garbage containers.

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