

# **BOROUGH OF WEST LONG BRANCH HOUSING DEPARTMENT**

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Deputy Housing Inspector

The following should help in preparing your residence for inspection for a **Sale and /or Rental** Certificate of occupancy.

**Rentals:** The house/apartment should be vacant of any tenants between the housing inspection and the scheduled tenants change date absolutely no overlap in tenants. Please give ample time for inspection and tenant change out.

1. All one-family dwellings, including any legal two-family dwellings, as defined by the Borough ordinances and State law, shall be limited to two certificates of occupancy per calendar year for the entire premises, with no subletting, except upon a bona fide sale to a third party. A new certificate of occupancy is required whenever all or a majority of the tenants residing in a one-family dwelling have changed.
2. All common areas must be accessible for inspection.
3. The unit must be clean, sanitary, and free of infestation.
4. Mail Boxes and street numbers must be provided and be at least 3 inches in height and clearly visible from the street.
5. All Doors, Windows and Screens should operate and have no holes
6. All exterior and interior flights of stairs, having Four (4) or more risers, must have hand rails.
7. Entry and exit doors must be equipped with safety locks, and no key option from the inside. Keylocks prohibited from any bedroom doors.
8. Debris must be removed from the inside and outside.
9. Grass must be cut, bushes trimmed and must not be causing a traffic hazard.
10. Poison Ivy and Ragweed must be removed from the property.
11. Paint must be in good condition, inside and outside of the residence.
12. Floors, walls, and ceilings must be in good condition, no holes, signs of disrepair, or mold.
13. No plumbing leaks.
14. Hot Water boiler and/or heater relief valve must have an unreduced pipe on it going to within 4-6 inches of the floor.
15. Heat must be provided from October 1st to May 1st of each year.
16. There must be hot water in every sink.
17. Sidewalks and driving and/or parking areas shall be maintained in good repair.
18. Premises with landscaping and lawns, hedges and bushes shall be kept trimmed and from becoming overgrown and unsightly where exposed to public view and where the same constitute a blighting factor depreciating adjoining property.
19. If home is monitored by Alarm company an Alarm Monitoring Certificate should be provided.
20. **A rental property that was built prior to 1978 – This is done by 3<sup>rd</sup> party contractor of owners choosing.** Requires lead paint inspection of residential rental property, including upon tenant turnover;  
**S1147/A1372 – Effective July 2022 \*See our website for list of contactors**

# **Application for Sale and/or Rental Information for RESIDENTIAL SMOKE DETECTOR, CO DETECTOR, & FIRE EXTINGUISHER COMPLIANCE GUIDELINES**

## **N.J.A.C. 5:70-4.19 (Smoke & Carbon Monoxide Alarm and Fire Extinguisher requirements in One- & Two-Family Homes)**

### **Smoke Alarms: NFPA 72, Ch 29-8.1.1 Required Smoke Detection**

Where required by other governing laws, codes, or standards for a specific type of occupancy, listed single- and multiple – station smoke alarms shall be installed as follows:

1. In all sleeping rooms and guest rooms
2. Outside of each separate dwelling unit sleeping area, within 21ft (6.4m) of any door to a sleeping room, with the distance measured along a path of travel
3. On every level of a dwelling unit, including basements
4. On every level of a residential board and care occupancy (small Facility), including basements excluding crawl spaces and unfinished attics.
5. In the living area (s) of a guest suite
6. In the living area (s) of a residential board and care occupancy (small Facility)

Any hardwired or interconnected alarms installed as part of the home's original construction, or a rehabilitation project must be maintained. In all other instances, 10-year sealed battery-powered single station smoke alarms listed in accordance with ANSI/UL 217 will be accepted as meeting the requirements.

**Carbon Monoxide Alarms:** Must be installed in all homes with a fuel-burning device (ex.: Gas Hot Water Heater, Gas or oil furnace/boiler, wood burning or gas fireplace) or any home with an attached garage. Alarm devices must be installed and maintained in the immediate vicinity of all sleeping areas. Carbon Monoxide alarms may be hardwired, battery operated or plug-in type. All accepted devices must be listed and label in accordance with UL-2034.

**Portable Fire Extinguishers:** Extinguishers must be approved, listed and labeled with a minimum rating of 2A-10B:C and no more than 5 pounds. They shall be mounted no more than 5 feet above the floor, using the manufacturer's hanging bracket, on a path of egress within 10 feet of the kitchen. The must be ' ' maintained readily accessible and not obstructed from view. The owner's manual or written operation instructions shall be present during inspection and left for the new occupant. Extinguishers shall either be new (proof of sales receipt required} or serviced by an authorized Division of Fire Safety contractor within the last 12 months.

**Effective January 1<sup>st</sup>, 2022 - NFPA 72** Requires that any smoke alarm installed within 20 feet-10 feet of a stationary or fixed cooking appliance must be photoelectric alarm – These distinguish between smoke generated by routine cooking and smoke generated by more serious sources, such as furniture.

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**Under NFPA 211 Chapter 15 – Chimney inspection required for Sale and/or Rental**

National Fire protection standards for inspection of existing Chimneys Chapter 15.

**Level I** inspection shall be provided for Rental certificate of occupancy

**Level II** Inspection shall be provided Upon Sale or Transfer of any property. (NFPA 211 15-4.1 (3)).

If you fail a level I or Level II inspections, you must either make repairs or close off the Chimney to obtain a certificate of occupancy.

**If the Fireplace is going to be sealed off or has been sealed, please provide an invoice from a certified chimney company that it has been properly sealed off from the top and bottom of the fireplace.**