



BOROUGH OF OCEANPORT

- COUNTY OF MONMOUTH -

MUNICIPAL BUILDING

315 E. MAIN STREET • OCEANPORT, N.J. 07757

(732) 222-8221 • FAX (732) 222-0904

SELF-REPORTING CERTIFICATION **FOR CERTIFICATES OF CONTINUED OCCUPANCY (CCO)** **FOR OCCUPIED RESIDENTIAL STRUCTURES**

I, _____, owner of _____,

Oceanport, New Jersey 07757, BLOCK _____, LOT _____, hereby certifies under penalties or perjury, that the foregoing CCO requirements set forth and checked off on the attached two (2) documents, Guide For Certificate of Occupancy Rental/Resale (Real Estate) Inspection and Procedure For Obtaining A Certificate of Continued Occupancy, are completed in a satisfactory manner and further that my statements and representations made herein are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to penalty.

I further hereby certify that I have completed the inspection as is required for the CCO, and it meets the requirements as set forth in the Guide For Certificate of Occupancy Rental/Resale (Real Estate) Inspection and Procedure For Obtaining A Certificate of Continued Occupancy. I do hereby indemnify and hold the Borough of Oceanport, its Construction office and officials, professionals, employees and elected officials harmless for any and all losses of any kind that may occur, which is in any way relatable to any inspection required for the CCO I am seeking through this self-reporting certification process.

The Building Department reserves the right to inspect the property at any time to insure full and faithful compliance with the CCO requirements attached hereto. Further, if upon inspection of the Building Department, it is determined that any statement or representation made herein is untrue, the OWNER and PURCHASER of the property could be subject to the issuance of violations for making a false statement and misleading the Construction Official.

State of New Jersey)
)
County of Monmouth)

APPLICANT SIGNATURE

On _____, 2020 before me,
a Notary Public in and for said County,
personally appeared _____

PRINT APPLICANT'S NAME

(signer/witness) who has/have
satisfactorily identified him/her/
themselves as the signer(s) or witness(es)
to the above referenced document.

NOTARY PUBLIC SIGNATURE

My Commission Expires: _____

NOTARY SEAL:



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- COVID-19 CCO PROTOCOL #1-

TEMPORARY PROCEDURES FOR ACQUIRING CERTIFICATES OF CONTINUED OCCUPANCY (CCO) FROM OCCUPIED RESIDENTIAL STRUCTURES DURING COVID-19 PROTECTIVE MEASURES

FOR IMMEDIATE RELEASE BY ORDER OF THE CONSTRUCTION OFFICIAL

DATE: March 23, 2020

EFFECTIVE: Immediately and until further notice

CCO INSPECTIONS FOR OCCUPIED STRUCTURES WILL BE TEMPORARLY SUSPENDED

Any property owner who requires a CCO be issued for an **occupied residential structure** will not be subject to an inspection PRIOR to the issuance of the CCO. An owner of an occupied structure will be required to submit a sworn certification that the structure satisfies the Borough's CCO requirements to the Construction Official. You are required to comply with the following procedures to acquire a CCO of occupied residential structures:

1. Complete the CCO application online from the Borough's website and print out submittal confirmation (Click here [OCEANPORT CCO APPLICATION](#) for the application)
2. Download, complete, and submit the sworn Self-Reporting Certification
3. Download Guide for Certificate of Occupancy Rental/Resale (Real Estate) Inspection
4. Payment of the required fee submitted to the Building Department

With the exception of the above requirements, there are NO OTHER CHANGES to the CCO processes and procedures.

Hard copies shall be submitted and placed in the drop off bins available in the lobby of Oceanport Borough Hall.

If you have any questions, please do not hesitate to call 732-222-0641, or email constructionofficial@oceanportboro.com. We will try our best to work with everyone as usual so that your projects and business with the Building Department remains uninterrupted during this time. This BUILDING DEPARTMENT COVID-19 CCO PROTOCOL #1 may be amended and/or supplemented as the need arises.

PROCEDURE FOR OBTAINING A CERTIFICATE OF CONTINUED OCCUPANCY

1. Certificate requests must be made a minimum of twenty-one (21) business days in advance of the inspection date.
2. A \$65.00 Fee is required for inspection. Check or money orders must be payable to the "Borough of Oceanport." A certificate of continued occupancy will not be issued unless the inspection fee is paid. Should a re-inspection be necessary, an additional \$50.00 fee will be required for each subsequent inspection.
3. The purpose of this inspection is to verify locations of smoke detectors, carbon monoxide detectors & fire extinguishers and to ensure compliance with the Borough's property maintenance code.
4. Make sure all open permits have been closed out with the proper inspections.
5. Please test the required smoke detectors & carbon monoxide detectors before scheduling an inspection.
6. The certificate will be issued two (2) full business days after final approval.
7. The certificate will remain valid for thirty (30) days from the date of issue unless the occupancy or ownership of the dwelling changes in the interim. Certificates are not transferable.
8. Guidelines for the proper installation of smoke detectors, carbon monoxide alarms and fire extinguishers are on the following pages. Please note: two-family dwellings also require smoke detectors to be located at the highest level of each common stairwell.
9. If in doubt as to the number of smoke detectors or carbon monoxide alarms when installing them in a certain area or floor level, err on the side of caution and install an extra detector.

SMOKE DETECTORS, CARBON MONOXIDE ALARMS AND FIRE EXTINGUISHERS SAVES LIVES

SMOKE DETECTOR, CARBON MONOXIDE ALARM AND FIRE EXTINGUISHER COMPLIANCE

5:170-2.3 REQUIREMENTS FOR THE INSTALLATION OF SMOKE AND CARBON MONOXIDE DETECTOS IN ONE AND TWO-FAMILY DWELLINGS

1. All smoke detectors shall bear a label showing the detector has been tested in accordance with Underwriters Laboratories Standard 217.
2. All smoke detectors shall be either battery operated or permanently wired to a non-switchable circuit of the house current. Plug in cord connected units are permitted if a restraining device is used at the plug-in and the outlet is not controlled by a wall switch.
3. All equipment shall be installed in a workmanlike manner.
4. All equipment shall be so located that accidental activation will not be caused by jarring or vibration.
***No Double-sided tape is permitted to be used for mounting equipment. ***
5. All equipment shall be affixed to the wall or ceiling surface in accordance with the manufacturer's recommendations.
6. At least one smoke detector shall be installed on each level of the dwelling. If there are separate sleeping areas on any level, additional detectors are required in the immediate vicinity of each separate sleeping area. (Within 10 feet)
7. The preferable location for smoke detectors is on the center of the ceiling. Where this is impractical, wall mounting is acceptable. Ceiling mounted detectors shall be at least 4 inches for any side wall or other downward projection. For wall mounted united the top of the detector shall be within 4 and 12 inches of the ceiling.
8. A smoke detector installed in the basement shall be located in close proximity to the stairway leading to the floor above.
9. Smoke detectors are not required in crawl spaces or in unfinished attic spaces.

CARBON MONOXIDE ALARMS

A carbon monoxide alarm or detector should be located outside of each sleeping area in the immediate vicinity of the bedrooms. Where bedrooms are separated and the audibility of the alarm or the detector to occupants within the bedroom area could be seriously impaired, more than one unit could be needed. Each alarm or detector should be located on the wall, ceiling or other location as specified in the installations that accompany the unit.

DETECTORS MUST BE INSTALLED OUTSIDE OF THE BEDROOM OR SLEEPING AREA WITHIN 10' OF BEDROOM DOORS.

Each alarm should cause the operation of an alarm notification appliance that should be clearly audible in all bedrooms over background noise levels and with all intervening doors closed.

In a household occupied by one or more hearing impaired persons, each initiating device should cause the operation of a visible alarm signal(s) in accordance with #1 & 2.

CARBON MONOXIDE DETECTOR PLACEMENT

DETECTORS MUST BE INSTALLED OUTSIDE OF THE BEDROOM OR SLEEPING AREA WITHIN 10' OF BEDROOM DOORS.

NOTE: Dwellings with existing fire detection and carbon monoxide systems installed through the building department (new construction/renovation and a certificate of occupancy was issued) must be maintained to the same level of the certificate of occupancy upon resale. Any portion of an existing system not serviceable or repairable shall be replaced. Battery operated smoke detectors are not acceptable replacements.

PORTABLE FIRE EXTINGUISHER

1. Fire extinguisher must be within 10 feet of the kitchen area.
2. The extinguisher shall be listed, labeled, charged and operable.
3. **The size shall be no smaller than 2A:10B:c and no larger than 10lbs.**
4. Must use hangers, or in brackets supplied by the manufacturer.
5. Within 10 feet of the kitchen area.
6. Located with the top of the extinguisher not more than 5' above the floor;
7. Visible & in readily-accessible spot, free from blocking by furniture, storage, equipment, & other items.
8. Near a room exit or travel way that provides an escape route to the exterior.
9. Accompanied by an owner's manual or written information regarding the operation, inspection, & maintenance of the extinguisher.
10. Installed so the operation instructions shall be clearly visible.

SMOKE DETECTOR PLACEMENT

BASEMENT:

One at the bottom of the stairs to first floor.

FIRST FLOOR:

One at the bottom of the stairs to second floor

SECOND FLOOR:

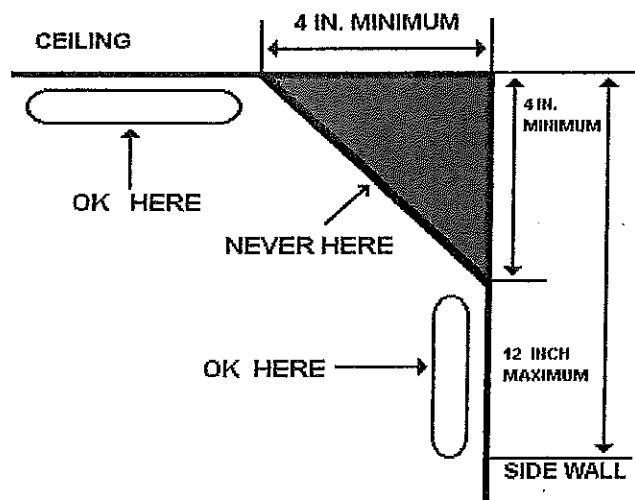
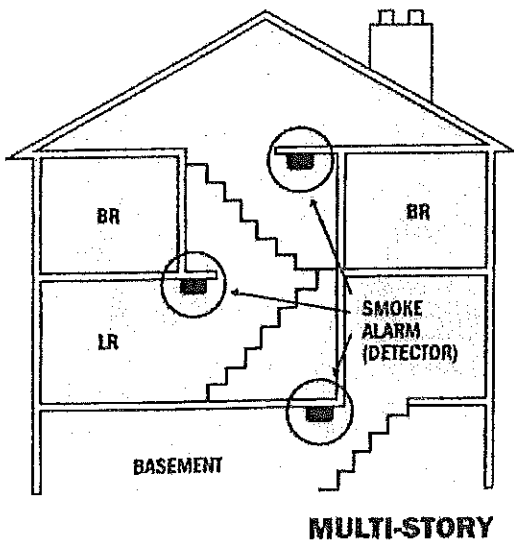
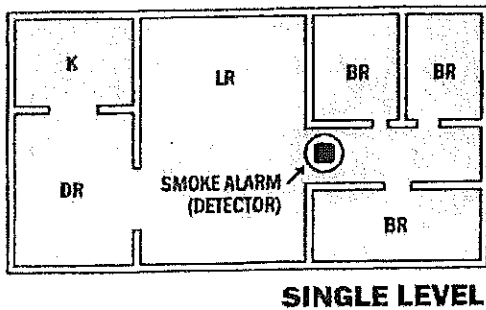
One at the top of the stairs from first floor. One within 10' of a bedroom (if any).

THIRD FLOOR:

One at the top of the stairs from the second floor. One within 10' of a bedroom (if any).

ATTIC:

No detector needed if the attic is not finished.





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GUIDE FOR CERTIFICATE OF OCCUPANCY

RENTAL/RESALE (REAL ESTATE) INSPECTION

EXTERIOR OF BUILDING

- Address #s for structures must be visible and readable from the street
- Property must be free from debris and weeds.
- All exterior stairs which have three (3) or more risers must have a handrail.
- Any landing, balcony or deck that is thirty inches (30") or more above grade must have a guardrail
- Condition of sidewalk, driveway and apron.
- Condition of roof, gutters, downspouts and leaders
- Condition of fences, shrubs and hedges
- Condition of structure siding (Paint, Brick, Stucco, etc).
- Condition of wood trips, soffits, eaves, fascia, etc.
- Screens must be in good condition.

Fee: \$65.00
Reinspection Fee: \$50.00

INTERIOR OF BUILDING

- Must have a SMOKE DETECTOR and CARBON MONOXIDE DETECTORS on each level. If the house was built with hardwired detectors, they must be in proper working condition
- There can be NO openings in electrical panel. Panel must have unobstructed access.
- Electrical service must be a minimum of sixty (60) AMPS.
- Extension cords are not to be used as a substitute for permanent wiring and may not be fastened to or run through walls, ceilings or under floor coverings. All extension cords must be removed for inspection.
- All utilities must be turned on for inspection.
- Metal extension pipe on the relief valve of hot water heater require
- All plumbing fixtures must be in good working condition.
- Windows must be operable and decent looking
- Broken or cracked glass must be repaired.
- Any penetrations in walls or ceilings must be repaired.
- Handrails required on any stairs with three (3) or more risers
- Guardrails required when there is a drop of thirty (30") inches or more from ground floor.

ALL OPEN PERMITS MUST BE CLOSED OUT

SOME REPAIRS MAY REQUIRE UCC PERMITS

This is a GUIDE of what the Inspector will look for and is NOT limited to just the above items!

**IF YOU ARE RENTING YOUR RESIDENTIAL PROPERTY YOU WILL ALSO NEED TO FILE
A LANDLORD IDENTITY REGISTRATION**