

# BOROUGH OF SURF CITY, COUNTY OF OCEAN, NJ

813 Long Beach Boulevard, 08008 Telephone (609)494-3064 Email [Frontdesk@surfcitynj.org](mailto:Frontdesk@surfcitynj.org)

## Rental Application & Certification in Lieu of Inspection

Single Family Home Fees: ✕ \$45.00 Duplex Fees: ✕ \$90.00

Dwelling Location Block \_\_\_\_\_ Lot \_\_\_\_\_ First day of Rental \_\_\_\_\_

Surf City Rental Street Address \_\_\_\_\_

\*NOTE: ALL BOXES MUST BE CHECKED IN ORDER FOR THE CERTIFICATION TO BE VALID

- Smoke detector on each level of the dwelling, including basements, excluding attic or crawl space; and
- Smoke detector and carbon monoxide alarm outside each separate sleeping area; and within 10 feet of bedrooms
- All smoke detectors are in working order
- All Carbon monoxide alarm(s) are in working order
- Fire extinguisher is the correct size, is properly mounted and is located within 10 feet of the kitchen

This is a \_\_\_\_\_ story dwelling  with  without a basement

Single Family:  Duplex:

An inspection shall be conducted by the owner or an authorized representative of the owner. The smoke detectors required above shall be located in accordance with NFIPA 74; the carbon monoxide alarm(s) installed per NFPA-720. The detectors are not required to be interconnected. Battery powered detectors and alarms are acceptable. Note: AC powered and/or interconnected alarms and smoke detectors installed in homes constructed after January 1977, shall be maintained in working order. The fire extinguisher is installed per P.L. 2005, c.71 (N.J.S.A. 52:27D-198.1 et seq). See diagram on back of this application for further information regarding installation.

Mailing address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Contact person \_\_\_\_\_

Phone Number \_\_\_\_\_

I would request my certificate be: (please choose one)      emailed      faxed      in-person pick up

I do hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing Statements made by me are willfully false, I will be subject to penalty.

\_\_\_\_\_  
Applicant Name

Notary:  
Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Seal:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Signature

**Once issued, a Certificate is not transferrable, nor is a fee refundable.**

Date Received \_\_\_\_\_

FOR OFFICE USE ONLY

Check Number \_\_\_\_\_

Certification Number \_\_\_\_\_

Issuing Agent \_\_\_\_\_

**Effective January 1, 2019, the following requirement regarding battery-operated smoke alarms will be enforced under the new NJ Uniform Fire Code Requirements.**

**N.J.A.C. 5:70-4.19 Smoke alarms for one- and two-family dwellings; carbon monoxide alarms; and portable fire extinguishers:**

**SMOKE ALARM REQUIREMENTS:**

**(a)** In one- and two-family or attached single family dwellings subject to the requirements of N.J.A.C. 5:70-2.3, smoke alarms shall be installed as follows:

1. On each level of the premises; and
2. Outside of each separate sleeping area.

**(b)** The smoke alarms required in (a) above shall be located and maintained in accordance with NFPA 72.

1. The alarms shall not be required to be interconnected.

**(c) 10-YEAR SEALED BATTERY-POWERED SINGLE STATION SMOKE ALARMS** shall be installed and shall be listed in accordance with ANSI/UL 217, incorporated herein by reference. However, A/C-powered single or multiple-station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery-powered smoke alarms. The effective date of this subsection shall be January 1, 2019.

1. A/C-powered smoke alarms shall be accepted as meeting the requirements of this section.

**CARBON MONOXIDE ALARM REQUIREMENTS:**

Carbon monoxide alarms shall be installed in all dwelling units in buildings in one- and two-family or attached single family dwellings, except for units in buildings that do not contain a fuel-burning device or have an attached garage, as follows:

1. Single station carbon monoxide alarms shall be installed and maintained in the immediate vicinity of the sleeping area(s).
2. Carbon monoxide alarms may be battery-operated, hard-wired or of the plug-in type and shall be listed and labeled in accordance with UL-2034 and shall be installed in accordance with the requirements of this section and NFPA-720.

**PORTABLE FIRE EXTINGUISHER REQUIREMENTS:**

A portable fire extinguisher shall be installed in accordance with the following:

1. The extinguisher shall be within 10 feet of the kitchen and located in the path of egress;
2. The extinguisher shall be readily accessible and not obstructed from view;
3. The extinguisher shall be mounted using the manufacturer's hanging bracket so the operating instructions are clearly visible;
4. The extinguisher shall be an approved listed and labeled type with a minimum rating of 2A-10B:C and no more than 10 pounds;
5. The owner's manual or written operation instructions shall be provided during the inspection and left for the new occupant;
6. The extinguisher shall be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or the seller must have a receipt for a recently purchased extinguisher; and
7. The top of the extinguisher shall not be more than five feet above the floor.

To avoid potential false alarms and improper operation, do not install smoke alarms in the following areas:

- Kitchens - Smoke from cooking may cause a nuisance alarm.
- Bathrooms - Excessive steam from a shower may cause a nuisance alarm.
- Near heating or air conditioning ducts
- The "Dead Air" space where the ceiling meets the wall (see Figure 5).
- The peak of an "A" frame ceiling at the top may prevent smoke from reaching the detector.

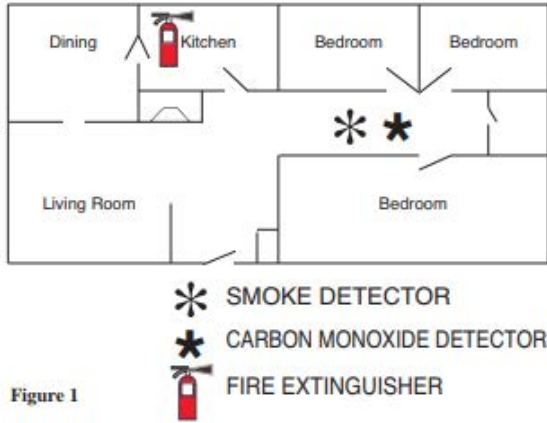


Figure 1

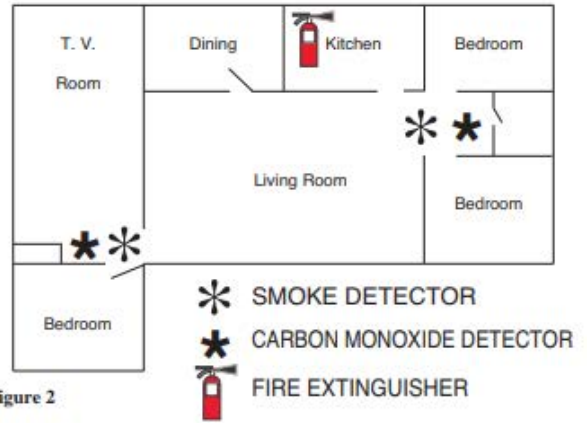


Figure 2

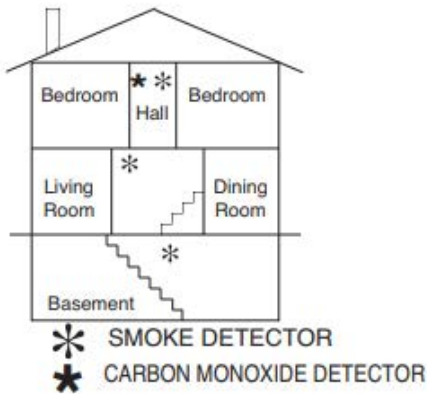


Figure 3

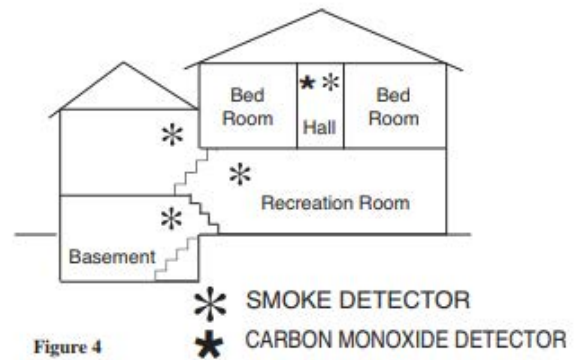


Figure 4

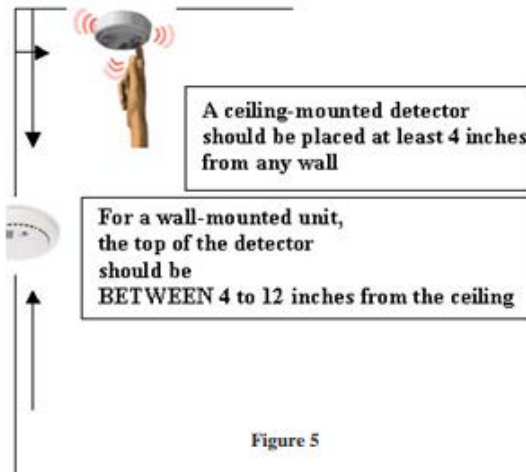


Figure 5

# BOROUGH OF SURF CITY, COUNTY OF OCEAN, NJ

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## LIABILITY INSURANCE REGISTRATION FORM FOR ALL BUSINESSES AND RENTAL UNITS

REGISTRATION NUMBER \_\_\_\_\_

Pursuant to the requirements of N.J.S.A. 40A: 1 0A-1 and N.J.S.A. 40A: 1 0A-2, all owners of a business or rental unit or units, and the owner of a multi-family home of four or fewer units, one of which is owner occupied, located in the Borough of Surf City must annually file a certificate of insurance with the Borough Clerk's Office.

Please check the box containing the applicable minimum limits and provide a copy of the certificate of insurance:

- For Businesses - Liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any accident or occurrence
- For the Owner of a rental unit or units, other than a multi-family home which is four or fewer units, one of which is owner-occupied, - Liability insurance for negligent acts and omissions in the amount of no less than \$500,000 combined. property damage and bodily injury to or death of one or more persons in any one accident or occurrence
- For Multi-Family Home of Four or Fewer Units, one of which is owner occupied - Liability insurance for negligent acts and omissions in the amount of no less than \$300,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.

An annual registration fee of \$5.00 is required. Please make the check payable to the "Borough of Surf City." By submitting this form and by signing below, I acknowledge that failure to file this form and a certificate of liability insurance that meets the above requirements by the filing deadline, will result in a fine of not less than \$500.00 but no more than \$5,000.00 which is collectible through a summary proceeding according to the "Penalty Enforcement Law of 1999, "P.L. 1999, c.274 (C:2A:58-10 et seq.).

The following information may only be completed by the Business Owner, Landlord, or authorized representative.

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Address of Rental Unit \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

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### ADMINISTRATIVE USE ONLY

\$5.00 FEE    CASH    CHECK \_\_\_\_\_    COPY OF LIABILITY   PROCESSED BY \_\_\_\_\_