

C/O Year (s)

2023

Owner Certificate of Occupancy  
Inspection Application form

### Borough of Seaside Heights

100 Grant Ave  
Seaside Heights, New Jersey 08751  
T: (732) 793-9100 F: (732) 793-0319  
Email: housing@seaside-heightsnj.org  
Code Enforcement Department

Only Check & Sign If You Do NOT Rent ( )

\_\_\_\_\_  
Signature of Owner  
**\*\* MUST INDICATE SEASIDE  
HEIGHTS ADDRESS BELOW \*\***

#### OWNER INFORMATION ONLY

##### 1. Name and Mailing Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
Day: \_\_\_\_\_  
Eve: \_\_\_\_\_

Email Address: \_\_\_\_\_  
( ) Check for paperless notifications

#### SEASIDE HEIGHTS PROPERTY INFORMATION

Address & Apt # \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Qualifier \_\_\_\_\_

Number of Units to be inspected: \_\_\_\_\_

Property Mgmt. is: (Must be within the County)

Name: \_\_\_\_\_

Contact #: \_\_\_\_\_

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

Year Round \_\_\_\_\_ Seasonal \_\_\_\_\_ Tenant Info Rec'd \_\_\_\_\_

Year Built \_\_\_\_\_ Lead \_\_\_\_\_ Insurance \$50 \_\_\_\_\_

The Borough inspects every other year except in instances where tenancy changes. **On every tenant change, inspections are mandatory prior to a new tenant taking occupancy.** It is the responsibility of the property owner to notify the Borough of tenant changes & when occupancy revisions occur in timely fashion. **All transient & seasonal units must be inspected every year.** Spot inspections take place at any time.

**Seasonal Rentals Expire on: 6/1/2023 Hotel Rentals Expire on: 7/1/2023**

### **Fee & Application is due in Code Office prior to making your inspection**

House, Apt or Condo: Inspection is \$100/Unit. Lead Inspection is \$40/Unit ~ Hotels & Boarding House: Inspection is \$50/per room.  
House, Apt or Condo: **Re inspection** is \$100/Unit ~ Hotel Room & Boarding House: **Re inspection** is \$ 50 per room.

#### Office Use Only

(Do not write below line)

Inspection Date \_\_\_\_\_ Application \_\_\_\_\_

Amount \$ \_\_\_\_\_ Ca/Ck # \_\_\_\_\_ Receipt # \_\_\_\_\_

Re inspection \$100 per unit/per apt.

Date \_\_\_\_\_ Amount \$ \_\_\_\_\_ Ca/Ck # \_\_\_\_\_ Receipt # \_\_\_\_\_

2nd Re inspection \$100 per unit/per apt.

Date \_\_\_\_\_ Amount \$ \_\_\_\_\_ Ca/Ck # \_\_\_\_\_ Receipt # \_\_\_\_\_

Lead Inspection: Date \_\_\_\_\_ Amount \$ \_\_\_\_\_ Ca/Ck # \_\_\_\_\_ Receipt # \_\_\_\_\_

Insurance Info: Date \_\_\_\_\_ Amount \$ \_\_\_\_\_ Ca/Ck # \_\_\_\_\_ Receipt # \_\_\_\_\_

**TRANSIENT/NON-TRANSIENT    A(1) / B(2) / C(3) / D(4) / E(5) / F(6) / G(7) / H(8) / I(9) / J(10)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Code Enforcement Approved \_\_\_\_\_ Date \_\_\_\_\_