



SUMMER RENTAL APPLICATION CHECKLIST

- FEES: Payable the Borough of Belmar.

Fire Inspection & License:	\$175
Mercantile License Fee	\$40
Tourism:	\$100 (Separate Check)

2nd Inspection (if fail initial) \$250

3rd Inspection (if fail initial & 2n) \$500

(Please note there is no guarantee re-inspections will be done before Memorial Day weekend)

- Taxes and Water/Sewer accounts paid in full.
- Current water meter reading on file.
- Trash Bag Receipt Form must be completed and returned. Must supply tenants with garbage bags for the entire summer.
- Animal House Bond paid in full if property has been determined to be an Animal House. List of all Animal House properties is located at www.belmar.com. Under the Code Enforcement section.
- If your property does not have Monday garbage or recycling pickup you must pay \$100 per a unit for Monday pickup for garbage and \$100 for recycling. If you do not supply your tenants with the correct stickers their garbage and/or recycling will not be picked up and summonses will be issued to the property owner. Must provide proof that stickers were purchased with this application.

WARNING: Please be sure to fill out the application completely and submit it with two separate checks. An inspection will not be granted until the form is filled out including any signatures, initials, or check marks. **INCOMPLETE APPLICATIONS WILL RESULT IN A DELAY IN PROCESSING TIME OF APPROXIMATELY 1 WEEK. NO EXCEPTIONS!!**

CODE ENFORCEMENT CERTIFICATE OF OCCUPANCY CHECKLIST

The following list of items will be checked on all Certificate of Occupancy inspections. Failure to have these items will result in a failed inspection and additional fees for any future re-inspections.

NOTE: A CARBON MONOXIDE DETECTOR MUST NOT BE HIGHER THAN 18" OFF THE FLOOR, WITHIN 6' OF THE BEDROOMS!!!

Exterior:

- Grading and drainage – no standing water
- Driveways defined/maintained
- Sidewalks free of tripping hazards
- No infestation of rodents or insects
- Siding & Roofing – not damaged or missing
- No paint peeling or bare wood/metal
- Windows operable and not broken
- Window screens – no holes or tears
- House numbers are a 4" height and viewable from the street
- Handrails for 4 or more risers
- Guardrail gaps no more than 5"
- Foundation – no structural damage
- No overgrown grass and weeds
- Sanitary sewer caps on clean outs
- Gas meters along driveway are protected
- Exterior of property maintained
- Decks and porches structurally sound
- Trash and recycling cans clearly labeled

Interior:

- Smoke and Carbon Monoxide detectors on each floor
- Kitchen stoves must be tip proof
- GFI outlets in kitchens and bathrooms
- Fire extinguisher mounted within 10' of kitchen. 10lbs, 2A:10b:C with hose
- Sinks, cabinets and vanities free of cracks
- All plumbing fixtures work – no leaks/dripping
- No water stains on walls or ceilings
- Doors and doorknobs are operable and free of cracks
- No broken furniture
- Floors are clean – not broken, rotted, or stained
- Mattresses must be clean and not torn
- Interior walls are clean and painted
- Water heater relief valve aimed towards ground to within 6"
- Dryers vented to exterior
- Electrical wiring in working condition/no hazards
- Lighting fixtures operable
- Electrical box is secure
- Sump pumps don't drain into sanitary sewer / Do not drain onto or over sidewalks or neighbors yard
- All utilities are operable
- Windowless bathrooms have exhaust fans
- All bedrooms require a minimum of two outlets
- No debris in basements and attics
- Fluepipes for heater and water must be properly vented to exterior

OVER →

Bedrooms/Occupancy

- 70 square feet – 1 occupant
- 100 square feet – 2 occupants
- 130 square feet – 3 occupants
- Bedroom egress windows sill height max 44"
- Bedroom egress window minimum opening height 24" and width 20" or greater
- Living space above a garage must have minimum 5/8" fire code sheetrock on ceiling of garage
- Bedroom egress not blocked
- Sleeping rooms shall not constitute the only means of access to other sleeping rooms or habitable spaces
- Beds are not permitted in kitchens and living areas
- Bedroom doors must be minimum 28" w 6"-6" h

In the event a re-inspection is required, the following fees must be paid BEFORE an inspection is scheduled.

1. Any second inspection or re-inspection required after the first initial inspection pursuant to Section shall be **\$250.00**
2. Any re-inspection required after a first and second inspection has taken place shall be **\$500.00**
3. If an inspection is taking place prior to Memorial Day weekend, the Code Enforcement office shall perform a second inspection or re-inspection, if necessary, before Memorial Day, as long as the original application is filed by the second week of May.
4. If a third inspection is required there shall be no guarantee that the inspection will occur before Memorial Day weekend.

NOTE: A CARBON MONOXIDE DETECTOR MUST NOT BE HIGHER THAN 18" OFF THE FLOOR, WITHIN 6' OF EACH BEDROOM.

BOROUGH OF BELMAR
DEPARTMENT OF CODE ENFORCEMENT
601 Main Street - P.O. Box A
Belmar, N.J. 07719
(732) 681-1176

APPLICATION AND CERTIFICATION IN LIEU OF AFFIDAVIT FOR
A SUMMER RENTAL LICENSE AND CERTIFICATE OF INSPECTION

Property Information (please print)

This application is for the Summer of: _____ (year)

Weekly Rental? Yes ___ No ___

Requested Inspection Date: _____ Time: _____

*subject, in part, to the provisions of Belmar Ordinance 26 - 3.9

_____ License Number (OFFICE USE ONLY)

_____ Street Address of Property

_____ Floor or Unit Designation, if applicable

_____ Block _____ Lot

_____ Full name of Property Owner

_____ Address, if different than above

_____ Telephone Number

_____ Real Estate Agent

_____ Telephone Number

I _____ (print name of property owner) by way of certification, under oath, in lieu of affidavit say that:

1. I have retained a fully executed copy of any lease agreement executed by all adult persons who will be tenants of the dwelling unit, if a written lease agreement was made.
2. I have obtained a true and correct copy of the driver's license or, if not available, alternative proof of identification, for each adult tenant.
3. I have determined that each such adult tenant intends to reside in the dwelling unit for a duration of 175 days or less and as his or her temporary residence, and that he or she maintains a permanent residence elsewhere.
4. You must have complied with this paragraph and initial this line if the application is for a Summer Rental Unit that has not undergone changes in the configuration of the unit which would effect the occupancy rate and you have complied with paragraph 6B. If not the application will be processed, the inspection will occur, however, the Certificate of Inspection and/or the Summer Rental License will not be issued until this section has been initialed, dated and delivered to the Belmar Dept. of Code Enforcement.
 - 4A. _____ I have obtained a certification (lease or affidavit) in accordance with Borough of Belmar Revised General Ordinances 26-3.5(b)(5)(d), advising of the occupancy limits of the unit, completed by each of the persons who will be tenants of the dwelling unit.

And, if an "Animal House Bond" pursuant to Ordinance section 26-11 et seq. is in effect on the property in which the dwelling unit is located, Section 4.B must also be complied with:

- 4B. _____ I have obtained a certification (lease or affidavit) in accordance with Borough of Belmar Revised General Ordinances 26-3.5(b)(5)(e), advising of the existence of an "Animal House Bond", completed by each of the persons who will be tenants of the dwelling unit.
5. I have paid in full any and all: Taxes, Water payments, Sewer payments, any other municipal charges, Certificate of Inspection fees, Mercantile License fees, Fire Inspection fees and Tourism fees.
6. I have: (check one)
 - 6A. _____ Submitted with this certification/application a legible and accurate floor plan in conformance with Belmar Ordinance 26-3.5(b)(6)
 - 6B. _____ Previously submitted a legible and accurate floor plan in conformance with Belmar Ordinance 26-3.5(b)(6) AND I further certify that there have been no changes to the rental unit since that time and that the previously submitted floor plan accurately reflects the current state of the rental unit.

7. **DESIGNEE OR PROPERTY MANAGER.** In accordance with Sections 26-3.5(a), or 26-3.5(b) of the Borough of Belmar Revised General Ordinances, as those Sections may be applicable to this application, I hereby designate the following person to maintain the documents and information required of a property owner and to produce these documents and information to any official or employee of the Borough of Belmar in accordance with a request made pursuant to Section 26-2.8 of the Revised General Ordinances of the Borough of Belmar.

___ Initial here if you are also designating this person to accept service and/or comply with lawful orders of the Borough inspectors or police

_____ Full Name of Designee or Property Manager

_____ Business Name, if applicable

_____ Address

_____ Telephone Number

DESIGNEE MUST READ SECTION 7 AND SIGN BELOW.

I _____ (print name of designee or property manager) am aware of this designation by the property owner and I am further aware of the duties, responsibilities and penalties for being the property owner's designee.

I _____ (print name of designee or property manager) certify, swear and affirm, under oath, that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are wilfully false, I am subject to punishment.

_____ (Signature of Designee or Property Manager)

_____ (Date of Signature)

NOTE: An inspection will not be scheduled and a Certificate of Inspection and/or License will not be issued if all requirements of the Belmar Ordinances have not been complied with, including but not limited to: payment of taxes, municipal charges and applicable fees, inspection fees, and submission of a floor plan. If you do not have a Designee or Property Manager or if any sections do not apply, please write "N/A" in that section. (DO NOT LEAVE ANYTHING BLANK!)

8. **SIGNATURE OF PROPERTY OWNER.**

I _____ (print name of property owner) certify, swear and affirm, under oath, that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are wilfully false, I am subject to punishment.

_____ (Signature of Property Owner)

_____ (Date of Signature)

OFFICE USE ONLY

Inspector: You must complete this section before conducting any inspection of the property. For each line, initial if paid, submitted or complied with or mark "n/a" if not applicable. If the item has not been satisfied enter an "T" for incomplete and a dollar amount if applicable.

_____ Taxes

_____ Water & Sewer payments

_____ Animal House Bond (if applicable)

_____ Certificate of Inspection & Tourism fees

_____ Floor Plan

_____ Monday Recycling Pickup Stickers (if applicable)

_____ Monday Garbage Pickup Stickers (if applicable)

Trash Bag Receipt Form

I _____ hereby certify that I am a tenant of
Print Tenant's Name

_____ and that I have been provided with
Summer Rental Address

_____ clear trash bags.
of Bags

Date

Tenant's Signature

Return To:

Borough of Belmar
Code Enforcement
P.O. Box A
Belmar, NJ 07719