



Application for Rental Certificate of Occupancy

(A separate application is required for each Unit)

Property Address _____ Unit _____

Block _____ Lot _____

Owners Name: _____

Owners Address: _____

Phone # _____ E-Mail _____

Tenancies for a term of less than seven (7) days are prohibited in the Borough of Bay Head.

If the rental unit was built before 1978 and the renters' occupancy is 6 month or longer.
lead based paint inspection will be required N.J.A.C. 5:28A

Check One

1. Long term. Long term rentals are residential rentals for a period of longer than twelve (12) months.
The Certificate of Occupancy shall be in force until a change in tenant occupancy occurs or for a term of three (3) years, whichever is sooner.

2. Short Term. Short terms rentals are residential housing units available for rent for a period of between thirty (7) days and twelve (12) months. A Short-Term Certificate of Occupancy shall be required each and every calendar year.

Tenancies for a term of less than seven (7) days are prohibited in the Borough of Bay Head.

New Jersey State Law requires a smoke detector/carbon monoxide/fire extinguisher inspection if you sell or rent your home.

Proof of Insurance prior to inspection.

Fee: \$150.00 (payment due before appointment can be scheduled) \$15.00 for any subsequent re-inspection, per unit \$
50.00 fee for Lead based paint inspection.

Every room occupied for sleeping purposes by one occupant shall contain at least 70 sq. ft. of floor area. Every room occupied for sleeping purposes by more than one person shall contain at least 50 sq. ft. area for each occupant thereof. Kitchens and interior public areas shall not be occupied for sleeping purposes.

Owner(s) Signature _____ Date _____

Please contact the office Monday- Friday from 8:00 am to 2:00 pm to schedule inspection

83 Bridge Ave, P.O. Box 248, Bay Head N J 08742 Phone (732) 892-0638 Fax