

**Township of Freehold  
Housing Department**

[mwidmer@twp.freehold.nj.us](mailto:mwidmer@twp.freehold.nj.us) (Preferred Method of Contact)

**Phone: 732-294-2066**

Requirements for Certificate of Continued Occupancy (C.C.O.)  
For Resale and Rental of Single Family homes, Condos and Townhouses

**\*Check for open permits with the Construction Department\*  
732-294-2053**

- 1) Any work performed without the necessary Construction and or Zoning Department permits will require the seller to apply for and close out the permits before a C.C.O. is issued.

Examples:

(Hot water heaters, furnaces, a/c units, decks, sheds, fences, finished basements, etc.)

- 2) Any outstanding open permits must be closed before a C.C.O. is issued.
- 3) Solid core wood or steel doors with a minimum 20 minute fire rating are required for entrances from the garage.
- 4) If there is a well and/or septic tank, you must see the Health Department located in the Main Municipal Building. Prior well and/or septic certification is a mandatory requirement.
- 5) GFCI outlets are required within 6 feet of all sinks (bathrooms, kitchens, bars, slop sinks, etc..).
- 6) All dryer vents must be the flexible metal type, no plastic.
- 7) Bathrooms without an operable window must have a vent fan.
- 8) All windows must be in working order and not have broken seals. All windows that open must have screens.
- 9) Pool gates must be self-closing and self-latching.
- 10) House numbers must be 6 inches high, visible from the street, and consist of a contrasting color from that of the house.
- 11) All utilities must be on.
- 12) All sinks, tubs, showers and toilets must be in good working order.

13) Sump pumps must have their own single outlet. No extension cords can be used to run a sump pump. The pump must discharge to the exterior of the home and not into any sewer lines.

14) All entry doors that have deadbolt locks must have a thumb latch on the inside. **NO DOUBLE KEY DEAD BOLTS OR SLIDE BOLT LOCKS ARE PERMITTED.**

15) Attic stairs in a garage must be fire rated and have all of the required prior Construction Department approvals.

16) Electric garage door openers must have their own outlet. No extension cords are to be used.

17) The home's exterior and surrounding property must be in good condition.

Such as: Gutters/leaders, handrails, siding, paint, & walkways must be in good repair. Trees, bushes, and grass must be trimmed. Any exterior debris must be removed and properly disposed of.

18) Smoke detectors/alarms. Functioning units are required on every level of the home including the basement and installed within 10 feet of all bedrooms. Newer homes with hardwired systems must be maintained and sound simultaneously where required.

Note: All detectors/alarms, must be replaced every 10 years. In addition, **effective January 2019**, all homes built prior to 1981 which have only battery operated smoke detectors/alarms and **not** interconnected hardwired alarms are required to be replaced with a ten year sealed battery powered single station unit.

19) Carbon monoxide (C.O.) detectors/alarms are required within 10 feet of all bedrooms in the immediate hallway. If there is no outlet in the hallway, then a battery operated unit is needed. If bedrooms are more than 10 feet apart two detectors/alarms will be required.

Note: Bedrooms with a fuel burning device such as but not limited to a gas or wood burning fire place will require an additional C.O. detector within.

20) A wall mounted ABC fire extinguisher is required within the kitchen area. It must be in plain sight and cannot be in a cabinet or behind a door. Refer to page #3 for further detail.

21) No key locks or slide bolt locks are allowed on interior doors; bedrooms, bathrooms, basements, closets, etc. Privacy type door knobs are allowed for bedrooms and bathrooms only. Closets and basement doors will require a non-locking pass through type door knob.

22) All kitchens and bathrooms must have an impervious surface, no carpeting is permitted.

23) Any violation found by the inspector that he/she deems a safety issue must be addressed even if it is not on this list.

24) Should the first inspection fail, the homeowner must address all issues prior to the next scheduled re-inspection (included in the initial application fee). Should a second re-inspection be required, the homeowner must pay for that re-inspection to be performed.

Note: A second re-inspection will not be scheduled prior to satisfying the required fee.

25) For a Transfer of Title – **No Occupancy!** A letter from the purchaser on their attorney's letterhead, signed by both the buyer and their attorney will be required. The wording will be based upon the CCO inspection.

Note:

- I. An approved Smoke certification is required.
- II. See attached hold harmless letter sample.

### **For Rentals Only**

- 1) Every rental unit must be registered.
- 2) Landlords must obtain a Certificate of Continued Occupancy whenever there is a change in tenancy.
- 3) Tenant information will be required for all rental C.C.O.'s prior to its issuance. Ex: names, ages, and gender of all tenants including minors.
- 4) Units must be vacant (no furniture or occupants) for the required C.C.O. inspection.
- 5) All rental units must be properly cleaned/sanitized, have rugs shampooed, and all units shall be freshly painted prior to the C.C.O. inspection.
- 6) Tenants may not move in prior to the **issuance** of a C.C.O.

### **FIRE EXTINGUISHER COMPLIANCE**

All fire extinguisher installations must meet the following requirements:

- Shall be located within ten feet of the kitchen and located in a path of egress.
- Must be readily accessible and not obstructed by view.
- Must be mounted on the manufacturer's provided bracket at a height no greater than 5Ft above the floor to the top of the extinguisher.
- Have a minimum rating of 2A-10B:C no more than 10 pounds and Must be **Tagged** (indicating that the unit was serviced by a Division of Fire Safety contractor within the last 12 months) or **Newly purchased** (purchase receipt must be provided at time of inspection).

Please do not hesitate to call the fire bureau at (732)294-2083 for clarification.

Thank you for your cooperation.

Attorney's Letter Head

Date:

Township of Freehold  
Department of Zoning & Housing Enforcement  
1 Municipal Plaza  
Freehold, NJ 07728

RE: Request for Transfer of Title (No Occupancy)  
Property Address  
Freehold, NJ 07728

To Whom it May Concern:

The undersigned represents the buyer of the above referenced property. As the Township cannot issue a Certificate of Continued Occupancy at this time due to numerous outstanding deficiencies , the buyer is seeking a transfer of title for closing purposes only and agrees to the following:

1. There will be no occupancy until the property is re-inspected by the Township of Freehold Department of Zoning & Housing Enforcement and a Certificate of Continued Occupancy is issued.
2. The buyer agrees to indemnify and hold the Township of Freehold harmless as the result of the issuance of the requested transfer of title.

Sincerely,

Attorneys Signature:

Date:

Buyers Signature:

Date:

Buyer's Phone #