



**TOWNSHIP OF FREEHOLD**  
**DEPARTMENT OF HOUSING & ZONING ENFORCEMENT**  
 1 Municipal Plaza, Freehold, NJ 07728  
 (732)294-2066 or (732) 294-2050  
[Housing@twp.freehold.nj.us](mailto:Housing@twp.freehold.nj.us)

**REQUIREMENTS FOR CERTIFICATE OF CONTINUED OCCUPANCY (C.C.O.) & FIRE INSPECTIONS**  
***For Resale and Rental of ALL Residential Homes***

IT IS RECOMMENDED THAT ALL BUYERS PERFORM A PRIVATE HOME INSPECTION  
 SINCE THE TOWNSHIP INSPECTIONS are SAFETY INSPECTIONS.

**\*\*CHECKLIST FOR C.C.O. INSPECTION\*\***

<b>PERMITS</b>	-All permits must be closed. Please check with the Construction Department or call 732-294-2050. -Any work performed without necessary Construction or Zoning permits will require the property owner to apply for and close out the permit(s) before the C.C.O. is issued <i>(Examples: Hot water heaters, furnaces, AC, decks, sheds, fences, finished basements, etc.)</i>
<b>WELL / SEPTIC</b>	-Properties with well and/or septic require approval by the Health Department. The dept is located in the Town Hall building (2 <sup>nd</sup> floor) or call directly for requirements @ 732-294-2060.
<b>UTILITIES</b>	-All utilities must be on.
<b>EXTERIOR</b>	-House number must be 6 inches high, visible from the street and contrasting color from the house. -Property must be in good condition and free of debris.
<b>WINDOWS</b>	-All must be in working order with no broken seals and all must have screens.
<b>DOORS</b>	-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. -All interior doors must be operational with hardware. -Privacy type doorknobs are allowed for bedrooms & bathrooms only <i>(lock must be inside only)</i> . -Glass sliding doors must be in working order.
<b>RAILINGS</b>	-Handrails should be firmly fastened. -4 risers and more require a hand railing.
<b>KITCHEN</b>	-All appliances must be in working order.
<b>BATHROOM</b>	-Sinks, tubs, showers and toilets must be in working order. -A vent fan is required if there is no operable window.
<b>FLOORS</b>	-Smooth and free of tripping hazards. -No carpeting permitted in kitchens and bathrooms.
<b>PLUMBING</b>	-Fixtures must be properly installed and in working order.
<b>ELECTRICAL</b>	-GFCI outlets are required within 6ft of <u>ALL SINKS</u> (kitchen sink, bathroom sinks, bars & slop sinks). -Outlets, switches and junction boxes must be properly covered.
<b>GARAGE</b>	-Solid core wood or steel doors with a minimum 20-minute fire rating are required for entrances from the garage. -Electric garage door openers must have their own outlet. No extension cords. -Attic stairs in a garage must be fire rated and have a permit.

<b>WASHER/DRYER</b>	-Washer must discharge into drainage system. -Dryer vents must be flexible metal type, no plastic. The vent must be as straight/short as possible. No looping of the vent allowed.
<b>SUMP PUMP</b>	-Must have its own single outlet (no extension cords). -Pump must discharge to the exterior of the home and not into sewer lines.
<b>POOL</b>	-Pool gates must be self-closing and self-latching. -Pool must be running or closed.
<b>GENERAL</b>	-Any violation found by the inspector that he/she deems a safety issue must be addressed even if it is not on this list.

<b>RENTAL PROPERTIES ONLY</b>	-Every Rental property must be registered with the town. -Property owners must obtain a C.C.O. & Fire inspection whenever there is a change in occupancy. -Property must be vacant at the time of inspection. -Must be properly cleaned/sanitized, rugs must be shampooed and must be freshly painted prior to the inspection. -Tenant name(s) are required. <b>-RENTAL PROPERTIES BUILT PRIOR TO 1978 MUST PROVIDE A LEAD-SAFE CERTIFICATE to the township (Housing Dept). The certificate is valid for TWO YEARS.</b>
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**New Jersey Residential Smoke Alarm, Carbon Monoxide and Fire Extinguisher Requirements**  
**New Jersey Uniform Fire Code N.J.C. 5:70-4.19**

**\*\*CHECKLIST FOR FIRE INSPECTION \*\***

<b>SMOKE DETECTORS</b>	-Functioning units are required on every level of the home including the basement and installed within 10 ft. of all bedrooms. -All detectors/alarms must be <u>replaced every 10 years</u> . -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 10 year sealed battery powered single station unit. <i>(Please see detailed fire requirements page.)</i>
<b>CARBON MONOXIDE</b>	-CO detector/alarms are required within 10 ft. 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 ft. apart, two are required. <i>(Please see detailed fire requirements page.)</i>

<b>FIRE EXTINGUISHER</b>  <i>(This applies to apartments in <u>RENTAL complexes only.</u>)</i>	-All residential properties must have a fire extinguisher in the kitchen. -The extinguisher must be have a minimum rating of <b>2A-10B:C and no more than 10 lbs.</b> and must be tagged (indicating that it was serviced by a Division of Fire Safety contractor within the last 12 months) OR <b>NEWLY PURCHASED.</b> - <b>MUST BE MOUNTED</b> on the manufacturer's provided bracket at a height no greater than 5ft above the floor to the top of the extinguisher. -Must be accessible & visible, not behind a closed door or cabinet.
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***\*\*For properties that cannot pass C.C.O. inspection prior to closing, please see "TRANSFER OF TITLE – NO OCCUPANCY".\*\****