



Date of Application: _____ CERT NO: _____

Fee: 10+ Business Days \$75.00 + Smoke fee Fee Paid: _____

4-10 Business Days \$155.00 + Smoke fee

Less than 4 Business Days \$210.00 + Smoke fee Cash or Check # _____

BOROUGH OF KEYPORT – Code Enforcement Office

70 West Front Street, Keyport, NJ 07735

732-739-5135

Application for Housing and Building Code

Change of Occupancy Certificate

The undersigned, hereby applies for a Housing Code Change of Occupancy and represents that the information supplied herein is true, knowing that is relied upon in the granting of this Change of Occupancy Certificate.

Owners Information

Name of Owner _____ Phone # _____

Owners Address _____ City _____

State _____ Zip _____ Email: _____

Location of Premises being rented: _____

Apt # _____ Floor # _____

Block No. _____ Lot No. _____ Qualifier _____ Sq Ft _____

Number of Bedrooms: _____ Date of Occupancy: _____

Tenant Information

Name of Tenant _____ Phone # _____

Previous Address _____ City/State/Zip _____ Email _____

Occupants: List all occupants by name below, all persons 12 years or over are to be listed as adults)

Adults: Female _____ Male _____ Children: Female _____ Male _____

APPLICATION SIGNED BY: _____

Inspection Date: _____ Inspector: _____



APPLICATION FOR CERTIFICATE OF SMOKE DETECTOR, CARBON MONOXIDE ALARM &
FIRE EXTINGUISHER COMPLIANCE

Date: _____ Block: _____ Lot: _____

Fee: \$45.00 – if received over ten (10) business days prior to change of occupant.
\$90.00 – if received four (4) to ten (10) business days prior to change of occupant.
\$161.00 – if received less than four (4) business days prior to change of occupant.

Address of Inspection: _____

Current Owner: _____

Phone: _____ e-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Buyer's/ Renter's Name (if applicable): _____

Previous Address: _____

City: _____ State: _____ Zip: _____

Agents Name/Address: _____

Firm Name/Address: _____

Applicants Signature: _____ Date: _____

Note: Homes constructed after January 1, 1997 provided with AC powered and/or interconnected detectors shall be maintained in working order. On each level of the dwelling, including basements; and outside each separate sleeping area, within 10 feet. Ten-year sealed battery-powered single station smoke alarms shall be installed and shall be listed in accordance with ANSI/UL 217, incorporated herein by reference. However, A/C-powered single or multiple-station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery-powered smoke alarms. The effective date of this subsection shall be January 1, 2019.

A Carbon Monoxide Alarm must be installed within 10 feet of all sleeping areas.

A minimum of a 5 lb. ABC Fire Extinguisher shall be installed in the kitchen and shall be installed in a visible and readily accessible location, free from being blocked. Fire extinguisher shall be mounted using brackets and hanger supplied by the manufacturer.

Ten year sealed battery-powered single station smoke alarms shall be installed where no smoke alarms or detection devices exist or when replacing similar battery-powered single station smoke alarms

For Office Use Only:

Fee Paid: _____ Date of Inspection: _____ File # _____

Keyport Fire Prevention Bureau
70 West Front St. Keyport, NJ 07735
Ph: 732-739-5269 Fax: 732-739-3479