- **RENTAL Licensing Information** FOR RENT **(609-967-5918)**

  Renewal inspections begin the first week in January continuing thru April based on the property location. Please mark your calendar with the inspection date that is stamped on the invoice.

  Initial scheduled inspection dates stamped on your invoice will not be changed!

  You do not need to be present for inspection; provide key location or lock box code on the invoice.

- ✓ KEYS are picked up from your agent prior to the inspection date; please verify they work in advance.
- ✓ Note "**courtesy**" key or any change in agent or realtor on the renewal invoice. Keep this information up-to-date to avoid paying re-inspection fees.
- ✓ $25 re-inspection fee is charged each time the inspector returns to your rental property.
- ✓ You MUST have an authorized agent or managing agent who resides in Cape May County.
- ✓ All municipal taxes, water and sewer charges **must be paid current**!
- ✓ Avoid re-inspection fees by having your property ready on your scheduled inspection date.
- ✓ Selling? The license is transferable to the new owner. Keep it posted at the rental property.
- Not renting? Please notify us promptly in writing or call (609) 967-5918 to leave a voicemail message. Include name and rental property address that appears on the invoice. The fire inspection will not take place and your rental account will be deactivated.

FIRE Inspection Information* (609-967-7047)

1) Fire Extinguishers- One is required for each cooking area. The minimum rating is **2A 10 BC**. It must be hung in the kitchen; if in the front of a cabinet/closet the door must be labeled "**fire extinguisher**". Annual servicing is required by a NJ licensed fire extinguisher contractor and tagged with the service date. If new, place sales receipt with fire extinguisher.
2) Smoke Detectors- Smoke alarms must be maintained in accordance with the building code in effect at time of construction or approved alteration. Dwellings built prior to 1990 must have, at minimum, a smoke alarm in the immediate vicinity of each sleeping room. **Battery operated smoke alarms must be of the 10-year sealed battery type. ALL smoke alarms 10 years old or more must be replaced. Power must be on to hard-wired smoke alarm systems for inspection.**
3) Carbon Monoxide Alarms- At least one is required per floor & within ten (10) feet of the sleeping areas. They are required when gas, oil, a fireplace or attached garage is at the premises. A CO alarm is also required in the sleeping room when a fuel fired appliance directly communicates with the room. **Alarms 10 years old or more must be replaced.**
4) Propane Gas Grills- Are not permitted on any deck, under overhangs/awnings or within five (5) feet of exterior walls. Grills may be stored inside on the ground floor, but the propane tank(s) must be removed from inside the dwelling or attached garage. Tanks may be stored in a **secured location** outside the building *(ex. in a trash can outside or in a detached shed*). Natural gas grills shall be maintained in accordance with their Uniform Construction Code approval. Charcoal and electric grills are permitted.
5) GFI Outlets- Are required within six (6) feet of a water source. **Electric must be on to GFI circuits at time of inspection.**
6) Alarm Systems- Monitored alarms must be tested annually and a certificate of inspection forwarded with your payment or via email to your inspector. A Knox Box is required and must be purchased at: www.knoxbox.com
7) Fuel Fired Heaters- A minimum of three (3) feet clearance is required for stored items and must be free of combustibles and flammables, such as paints and cleaners.
8) Electrical- Replace missing or cracked electrical outlets and light switch plates. Extension cords and multi-plug adapters are prohibited. Overcurrent protected devices such as grounded circuit protected power strips are permitted. Electrical wiring shall not be exposed.
9) Safe Egress- Halls, stairs and walkways to exit doors must be clear of storage, furniture and other items. All exit doors and windows must operate freely without special effort, keys or tools. Decks and railings must be maintained and in good repair.
10) Barrier to Fire- Holes and openings in drywall or other protective membranes must be repaired.

**Fire Inspector follows Uniform Fire Code, #1-10 are commonly cited violations*

View Int'l Fire Code NJ Edition: http://www.state.nj.us/dca/divisions/dfs/codes/ ***revised 10/18***