RENTAL Licensing Information (609-967-5918)

Renewal inspections begin the first week in January continuing thru April based on the property location. Multiple dwelling units are inspected on the Multiple Family Dwelling Schedule.

The scheduled initial inspection date will not be changed! Please mark your calendar with the inspection date that is stamped on the invoice. You do not need to be present for the inspection as long as means to access the premises is provided.

- ☐ Means to access the unit must be indicated on your return invoice (*ex. owner will be present; key is located at…*).
- ☐ **KEYS** may be picked up from your local agent prior to the inspection date. Non-working keys or key codes are in violation.
- ☐ Provide information on the holder of courtesy keys, and any changes in agent or realtor on the renewal invoice. Keep all information up-to-date in our office to avoid paying re-inspection fees.
- ☐ You MUST have an authorized agent or managing agent who resides in **Cape May County**.
- ☐ All monies owed the Borough, including municipal taxes, water and sewer fees **must be paid current!**
- ☐ Avoid re-inspection fees by having your property ready on your scheduled inspection date.
- ☐ **$25** re-inspection fee is charged each time the inspector returns to the rental property or additional notices must be sent.

Selling the property? The license transfers to the new owner. Leave it posted at the rental property.

Not renting in the coming year? Notify us promptly **in writing** either by mail or email. Include the owner's name and the rental property address that appears on the invoice. The fire inspection will not take place and your rental account will be deactivated. Owners must re-activate their accounts when the dwelling will once again be offered for rent.

FIRE Inspection Information* (609-967-7047)

- ☐ Fire Extinguishers- are required for each cooking area. The minimum UL rating is **2A; 10B C**. It must be hung in or near the kitchen. if in a cabinet or closet the outside of the door must be labeled "**fire extinguisher.**" Annual servicing is required by a NJ licensed fire extinguisher contractor. DO NOT REMOVE THE SERVICE TAG. If new, place sales receipt with extinguisher.
- ☐ 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 must be replaced. Power must be on to wired smoke alarm systems for inspection.**
- ☐ Carbon Monoxide Alarms- At least one is required per floor AND within ten (10) feet of the sleeping rooms; and are required when fuel burning appliances, a fireplace, or attached garage are present. A CO alarm is also required in the sleeping room when a fuel fired appliance directly communicates with the room. **Alarms 10+ years old must be replaced.**
- ☐ Household Alarm Systems- must be certified annually and a certificate of inspection forwarded with your payment or via email to the inspector. A Knox Box is required for supervised systems and must be purchased at: https://www.knoxhomebox.com/ (residential single key) or https://www.knoxbox.com/ (commercial multiple key).
- ☐ Propane Gas Grills- Are not permitted on decks, under overhangs or awnings, or within five (5) feet of the building. All propane tank(s) must be removed from inside dwellings or attached garages. Tanks must be stored in a **secured location** outside the buildings *(ex. in a detached shed*). Natural gas grills shall be maintained in accordance with the Uniform Construction Code. Electric grills are permitted, but should not be left plugged in when not in use.
- ☐ Fuel Fired Heaters- A minimum of three (3) feet clearance is required for stored items and mechanical closets must be free of combustibles and flammables, such as plastics, paints, solvents, lubricants, and cleaners.
- ☐ Electrical- Replace missing or cracked electrical outlets and switch plates. Extension cords and multi-plug adapters are prohibited. Overcurrent protected devices such as grounded circuit protected power strips are permitted. Building electrical wiring shall not be exposed.
- ☐ GFI Outlets- Are required within six (6) feet of a water source. **Electric must be on to GFI circuits at time of inspection.**
- ☐ 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.
- ☐ Barrier to Fire- Holes and openings in drywall or other protective membranes must be repaired. Opening protectives shall be maintained in accordance with the Uniform Construction Code in effect when built.

***Disclaimer:** Avalon Fire Inspectors enforce the NJ Uniform Fire Code. Above are most commonly cited violations, but other violations may exist. The entire NJ Edition of the Fire Code may be viewed at: http://www.state.nj.us/dca/divisions/dfs/codes/*

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