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

Annual rental unit inspections begin the first week in January continuing thru April based on the property location. Multiple dwelling units are inspected in accordance with the Multiple Family Dwelling Schedule. **The scheduled initial inspection date will not be changed!** Mark your calendar with the inspection date that is stamped on the invoice. You do not need to be present for the inspection but means to access the premises must be provided.

* Means to access the unit must be indicated on your return invoice (ex. owner will be present; key is located at…).
* Inspectors may pick up KEYS from your local agent prior to the inspection date. Non-working keys or key codes are in violation of Avalon Borough Code and will result in re-inspection fees. Provide information on the local holder of keys and any changes in agent or realtor on the renewal invoice. Keep information up-to-date in our office to avoid paying re-inspection fees.
* Rental units, including rentals by owner, MUST have an authorized agent who resides in Cape May County.
* All monies owed the Borough, including municipal taxes, water and sewer fees must be paid current!
* $25 re-inspection fee is charged each time the inspector returns to the rental property or additional notices must be sent. Make sure your rental unit is ready prior to the date of your inspection.
* Selling the property? The rental license transfers to the new owner. Leave it posted at the rental property.
* Not renting in the coming year? Notify us in writing by mail or email to fireprevention@avalonboro.org . Include the owner’s name and the rental property address that appears on the invoice. The letter/email must be dated and signed by the owner (print, sign, scan for emailed letters). 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)**

* Portable fire extinguishers- are required for each cooking area. The minimum UL rating is 2A; 10B C. It must be readily accessible and unobstructed from view. Annual servicing is required by a NJ licensed fire extinguisher contractor. DO NOT REMOVE THE SERVICE TAG or pin tab. If the fire extinguisher is new, place the sales receipt with the extinguisher. Extinguishers must be mounted on the manufacturer supplied bracketry and must be properly secured to the wall (not with command strips, double stick tape, or any other improvised/temporary mounting solutions.)
* Smoke alarms- Smoke alarms must be maintained in accordance with the building code in effect at time of construction or approved alteration. Dwellings built prior to 1983 must have, at minimum, a smoke alarm in the immediate vicinity of each sleeping room. Single station 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 (CO) alarms- At least one is required per floor AND within ten (10) feet of the sleeping rooms, or in the common area locations as approved if hardwired. CO alarms 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. Hardwired CO alarms must be maintained in accordance with the building code in effect at the time of construction. Alarms 10+ years old must be replaced.
* Household alarm systems- must be certified annually when the system serves as the primary fire protection alarm system for the building, and a certificate of inspection forwarded with your payment or via email to the inspector. Failure to submit required certification may result in re-inspection fees. All household fire alarm systems installed after 2009 shall be supervised (monitored by an alarm company). A Knox Box® is required when household alarm systems are installed and it must be purchased at https://www.knoxbox.com/ .
* Propane gas grills, LP gas tanks and solid fueled outdoor cooking equipment- Are not permitted on decks, under overhangs or awnings, or within five (5) feet of the building. LPG Grills and 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 and the appliance listing. Unplugged electric grills are permitted.
* 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. Multi-plug adapters and extension cords are prohibited. Overcurrent protected devices such as grounded circuit protected power strips are permitted. Devices that are only surge protected are NOT code compliant. Building electrical wiring shall not be exposed.
* GFI Receptacles- Are required within six (6) feet of a water source, outdoor receptacles, and wet locations. Electric must be on to GFI circuits at time of inspection.
* Safe Egress- Halls, stairs walkways to exit doors, and egress windows must be clear of storage, furniture, and other items. Exit doors and windows must operate freely without special effort, keys, or tools. Maintain decks, stairs, and railings 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.