



INSTRUCTIONS FOR RESIDENTIAL CERTIFICATE OF INSPECTION (FOR RESIDENTIAL RENTAL UNITS)

The application for a Residential Certificate of Inspection must be completed along with the \$100.00 fee made payable to the Township of Colts Neck. (All forms online on Colts Neck Website).

All applications are reviewed by zoning, health and housing departments. To speak with the zoning Officer, Tim Anfuso, 732-409-7135, cnplanners@coltsneck.org. To speak with the Health Officer, Tom Frank, 732-462-5470 ext 109, tfrank@coltsneck.org regarding any questions. To speak with Housing, Linda or Kelly, 732-409-7134, ltagliano@coltsneck.org

**RESIDENTIAL SALES – NO RESIDENTIAL CERTIFICATE OF INSPECTION required.
Smoke/Fire certification only.**

RESIDENTIAL RENTALS- A Residential Certificate of inspection is scheduled after the following requirements are met:

- Application and Fee submitted (application online / \$100 fee)
- Zoning Approval – copy of lease required (see ordinance 2021-1).
- Health approval based on submission of both water test and septic system inspection (See ordinance #2024-20, Section 93.7 Standards)
- Fire Extinguisher, Smoke and Carbon Monoxide Detector Certification from Fire Bureau (Application online / inspection fee -\$50, questions – contact the Fire Inspector, Matthew Young 732- 462-9961 myoung@coltsneck.org)
- Landlord Identity Registration (application online, questions – contact the Clerk, Trina Lindsey 732-462-5470 ext 121, tlindsey@coltsneck.org)