



TOWNSHIP OF MILLBURN
375 MILLBURN AVENUE
MILLBURN, NEW JERSEY 07041
Tel: 973-564-7075 ▪ Twp.MILLBURN.NJ.US
ADMINISTRATOR@MILLBURNTWP.ORG

RENTAL CERTIFICATE OF OCCUPANCY APPLICATION

Address of Inspection: _____ Block: _____ Lot _____

Name of Property Owner: _____

Type of Inspection: New Short Term Rental
 Short Term Rental Re-inspection (Must enclose \$85 fee)

Contact person on date of inspection:

- ☐ Property Owner
☐ Property Agent/Responsible Party

Name: _____ Phone: _____

Email: _____

- Inspections are scheduled at the time the application fee is paid.
- The attached inspection checklist must be at the property on the day of inspection.
- The Rental Certificate of Occupancy will be issued by the the Code Enforcement Officer, upon receipt of a copy of the completed, approved & signed Rental Certificate of Occupancy Inspection Checklist, Zoning Approval and Fire Certificate of Smoke Detector/Carbon Monoxide Alarm Compliance and Fire Extinguisher Compliance.
- A copy of Landlord Registration Form must be submitted to the Municipal Clerk's Office.

X _____
Signature of Applicant

Date

Return Application, and payment, if applicable to Administration Office

OFFICE USE ONLY

Application Received by: _____ Scheduled Inspection Date & Time: _____

Date Received: ____ / ____ / ____

Fee Received \$ _____ ☐ Cash ☐ Check # _____



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Rental Certificate of Occupancy Inspection Checklist

Contact Name: _____		Phone #: _____	
Property Address: _____		Block: _____	Lot: _____
Item	Pass	Fail	Comments
Sidewalk			
Placard			
General Safety			
Conforming Zoning Use			

Property Inspected by: _____ **Date:** _____

Zoning Approval: **Yes** **No** **Authorized Signature - Zoning Officer:** _____

Taxes/Sewer Paid in Full: **Yes** **No** **Authorized Signature - Tax Collector:** _____

Construction Permits Closed: **Yes** **No** **Authorized Signature - Construction Official:** _____

Outstanding Code Violations: **Yes** **No** **Authorized Signature - Code Official:** _____

By signing this application, I certify I am aware that I have reviewed the Rental Certificate of Occupancy application and am aware that the Rental Certificate is required annually for short term rentals.

Signature

_____/_____/_____
Date



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TIPS TO HELP PREPARE FOR THE PROPERTY INSPECTION

- Property taxes and sewer payments must be paid up to date and authorized signature of the Tax Collector has been obtained on the Rental Certificate of Occupancy Checklist.
- All construction permits must be closed and authorized signature of the Construction Official has been obtained on the Rental Certificate of Occupancy Checklist.
- Zoning approval that the premise is not being occupied or used in violation of the Township's Land Use Regulations and Zoning Ordinance and authorized signature of the Zoning Officer has been obtained on the Rental Certificate of Occupancy Checklist.
- There are no outstanding code violations issued and authorized signature of the Code Official has been obtained on the Rental Certificate of Occupancy Checklist.
- Sidewalks should be free of any obstacles and in good condition.
- 8.5 x 11" placard must be placed at eye level on the inside surface of the front door of the short term rental that includes the following:
 1. Owner name; if owner is an entity, the name of a principal in the entity, and phone number for the owner (individual);
 2. The names and phone numbers for the Responsible Party and the Short-Term Rental Agent (as those terms are defined in this Section);
 3. The phone numbers for the Millburn Police Department, the Millburn Fire Department, the Township of Millburn Department of Code Enforcement and the Township of Millburn Business Administrator;
 4. Trash and recycling pick-up day, and all applicable rules and regulations regarding trash disposal and recycling;
 5. Notification that a guest, Transient Occupant, the Short-Term Rental Property Agent, the Responsible Party or STRP owner may be cited or fined by the Township of Millburn Police Department or Code Enforcement Official for violations of this Ordinance, or with any applicable Ordinance(s) of the Township of Millburn.

MILLBURN FIRE PREVENTION DIVISION

RESIDENTIAL REQUIREMENTS FOR SALE OR LEASE OF 1 & 2 FAMILY DWELLINGS

HOUSE NUMBERING ORDINANCE

All house numbers must be in numerical form and address must match tax records. If the number on the house is not clearly visible from the street supplemental numbering will be required. The numbers shall be 4" high on a contrasting background.

PORTABLE FIRE EXTINGUISHER

1. The size MUST be no smaller than 2A:10B:C, if larger- weigh no more than 10 pounds a receipt must be provided that it is new or proof it has been tested by a professional.
2. The extinguisher must be MOUNTED 5' or less from the floor in the kitchen, visible and readily accessible.
3. The extinguisher must be near a room exit or travel path that provides an escape route to the exterior.

SMOKE DETECTOR PLACEMENT as per manufacturer recommendations

BASEMENT:	1 at the bottom of the stairs	1 within 10' of any bedroom/sleeping areas
FIRST FLOOR:	1 at the bottom of the stairs to the 2 nd floor	1 within 10' of any bedroom/sleeping areas
SECOND FLOOR:	1 at the top of the stairs from the 1 st floor	1 within 10' of any bedroom/sleeping areas
THIRD FLOOR:	1 at the top of the stairs from the 2 nd floor	1 within 10' of any bedroom/sleeping areas
ATTIC:	No detector needed if the attic is not finished	

NOTE: Beginning January 1st, 2019, all battery operated smoke detectors MUST be 10 year sealed battery units. Fire alarm systems and hardwired interconnected detectors with a battery backup are excluded.

CARBON MONOXIDE DETECTOR PLACEMENT

Detectors must be installed outside of the bedroom/sleeping areas, in the hallway within 10' of bedroom doors, and any finished/basement or recreation areas.

APPOINTMENTS ARE SCHEDULED BASED UPON AVAILABILITY

TUESDAYS AND WEDNESDAYS 9:30-11:30 AND 1:30-3:30

Arrival times may vary within 15 minutes.

We are a working firehouse. In the event of an emergency, you will be contacted to reschedule at no extra charge. If the owner or agent is late or a no show for an appointment, you are subject to a re-inspection fee.

*Do not forget to update your alarm contact information with the Millburn PD Records: 973-564-7013

NOTE: 15 MINUTES PRIOR TO INSPECTORS ARRIVAL THE FIRE ALARM COMPANY MUST BE NOTIFIED THAT THE ALARM SYSTEM MUST BE PUT ON TEST FOR 30 MINUTES.

Dwellings with existing hard wired or low voltage (Central Station) fire detection systems must be maintained to the same level as original installation. Any portion of an existing system not serviceable or repairable shall be replaced.

Battery operated smoke detectors are not acceptable replacements for a fire alarm system.

CERTIFICATE OF INSPECTION FEES

INSPECTION REQUESTS RECEIVED 10 or more business days prior to closing=\$100

INSPECTION REQUESTS RECEIVED four to ten business days prior to closing=\$125

INSPECTION REQUESTS RECEIVED fewer than four business days prior to closing=\$175

RE-INSPECTIONS an additional \$50.00

No Show is the cost of the inspection

Before completion of inspection, mail or deliver your check to Fire Headquarters in a sealed envelope/459 Essex Street/Administration Office (rear of building). If delivering, please drop it in the mail slot in the door. Payments not accepted in the field. NO cash or credit cards accepted. Checks made payable to Millburn Township. Include the address of the inspection on the envelope with your email address. Your Certificate will be emailed to you after the inspection has passed. To schedule inspections, call 973-564-7043.

Certificates are valid for 6 months from date of issue.