



# Borough of Seaside Park

ZONING / CODE ENFORCEMENT OFFICE

732-250-7569  
Fax 732-375-3058

The Family Resort

313 SW Central Ave. • Seaside Park, New Jersey 08752

Dear Property Owner:

Borough Ordinances requires a permit each year for all buildings which are rented or leased for living purposes **prior to occupancy**. This requirement applies to all seasonal and year-round rentals regardless of when occupancy began or length of rental term. The owner of any property which is rental or leased as a dwelling unit without a current rental permit is subject to the issuance of a summons which carries a maximum \$2,000 fine.

If Property Owner is a corporation (LLC/PARTNERSHIP/INC), you must provide at least one person's full contact information including a 24-hour emergency telephone number. It is the responsibility of the property owner to schedule the required inspection and, if necessary, to arrange with the tenant or rental agent for access. Additionally, included on the reverse side, is our Housing Inspection Helpful Hints page regarding most repetitive violations and garbage/recycling schedule.

**Summer seasonal rental permits; fees.**

All dwelling units in the Borough of Seaside Park that are leased or rented for living or sleeping purposes for occupancy during the period from April 15 to October 15 shall be required to obtain a summer season rental permit and shall comply with the standards outlined below.

**The nonrefundable application fee for a summer seasonal rental permit shall be \$100 for properties inspected and approved on or before May 1 of each year. After May 1, the nonrefundable application fee for a summer seasonal rental permit shall be \$150. After June 1, the nonrefundable application fee for a summer seasonal rental permit shall be \$200. Summer seasonal rental permits shall expire October 15.**

The Borough of Seaside Park Property Maintenance Code as adopted pursuant to Chapter 350 (Property Maintenance) of the Code of the Borough of Seaside Park is hereby adopted as the standard for the summer seasonal rental permit inspections.

**Annual rental permits; fees.**

All dwelling units in the Borough of Seaside Park that are leased or rented for living or sleeping purposed for occupancy during periods, other than the periods outlined for summer seasonal rental permits in § 364-2, shall be required to obtain an annual rental permit and shall comply with the standards below.

**The nonrefundable application fee for an annual rental permit shall be \$100 for properties inspected and approved on or before March 1 of each year. After March 1, the nonrefundable application fee for an annual rental permit shall be \$150. After April 1, the nonrefundable application fee for an annual rental permit shall be \$200. Annual rental permits shall expire December 31.**

The Borough of Seaside Park Property Maintenance Code as adopted pursuant to Chapter 350 (Property Maintenance) of the Code of the Borough of Seaside Park is hereby adopted as the standard for annual rental permit inspections without additional revisions.

**Re-inspection fee after denial or revocation of rental permit.**

**Any dwelling unit which is required to be re-inspected shall be required to pay a re-inspection fee of \$50 per unit. PLEASE BE ADVISED: Failure to be and remain current on all Borough property taxes and utilities will result in denial or revocation of rental permits.**

If you have any questions or require any assistance, please call the Code Enforcement Office at (732) 250-7569. If you are not planning on renting during 2022, please notify this office.



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## Housing Inspection Helpful Hints

### Interior

1. Plumbing fixtures in good working order.
2. Hot and cold water to sinks and tubs.
3. Heating equipment properly installed and in good working order.
4. GFI's at any water source to include washing machine and exterior outlets.
5. Portable fire extinguisher must be mounted.
  - ABC Rated
  - Between 5 lbs and 10 lbs
  - Cannot be blocked by anything, or in an enclosed space
6. Working smoke alarms 10-year sealed battery type are required in **every** bedroom, within 10 feet of sleeping areas, as well as on each level of the structure. (see attached)
7. Working carbon monoxide detector on every level and within 10 ft of sleeping areas.
8. All smoke and CO2 detectors must have been replaced within the last ten years.
9. Means of egress are safe and unobstructed.
10. Floors, foundation, walls, ceilings, doors, and windows are all clean and in good condition.
11. Free of rodents and insects.
12. Window screens from May 15 to October 15.
13. Paint/wallpaper in good condition.
14. Locks cannot be double key.
15. Exhaust fan in all bathrooms and/or an operable window.
16. All utilities must be turned on.

### Exterior

1. Trash & Recycling properly stored in approved containers.
2. Windows, roof, and exterior of building in good repair.
3. Decks, porches, and balconies have safe railings, capable of supporting imposed loads.
4. 3 or more steps must have a handrail.
5. Roof, walls, windows, and exterior doors are all weather tight and free from holes and cracks.
6. Premises free from litter, garbage, junk, rubbish, and debris.
7. Lawns, hedges, bushes, or vegetation must be maintained and not hanging over onto sidewalks and/or curbs.
8. Fences must be in good repair.
9. Driveways, steps, sidewalks, and curbs are in good condition.
10. All buildings/units must be numbered by whatever means necessary to be easily visible from roads.
11. Sheds, garages, and all accessory structures must be maintained and in good repair.

In addition: Please be sure to close out any and all construction permits as well as any violations that may exist.

01/27/2022



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January 15, 2022

## UPDATES ON SMOKE AND CO ALARMS FOR INSPECTIONS

Dear Property Owners:

Updates to the code regarding battery- operated smoke alarms and carbon monoxide alarms went into effect on January 1, 2019. Many homeowners are not aware of these new life safety requirements which are now being enforced on rental and housing inspections in 2022.

In One and Two - Family or attached Single Family Dwellings, smoke alarms shall be installed as follows:

1. On each level of the premises to include the basement
2. In each bedroom
3. Outside of each separate bedroom (within 10 feet) in the hallway

**10 YEAR SEALED BATTERY- POWERED SINGLE STATION SMOKE ALARMS ARE NOW REQUIRED.** However, A/C -powered single or multi-station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery- powered smoke alarms. A/C powered smoke alarms with battery backup shall be acceptable.

**CARBON MONOXIDE ALARMS** shall be installed in all dwelling units in one and two family or attached single family dwellings, except for units in buildings that do not contain fuel burning devices or have an attached garage.

1. Single station carbon monoxide alarms shall be installed and maintained in the immediate vicinity of the sleeping areas
2. Carbon monoxide alarms may be battery operated, hard-wired or plug in type and shall be in accordance with NFPA -720

Sincerely,

Gary Stocco, Director  
Zoning, Code and Construction