

Resale CO Checklist

- Application (top portion **completely** filled out)
- Check made out to Long Beach Township (\$75 single family, \$150 Duplex)
- Survey (Must be current, within 1 year)
- Flood Elevation Certificate (if built after 1984, can be obtained from a surveyor)
- Visible house Number (must be **on** the house, mailbox **does not** count)
- Deed Restriction (required on all homes. Must be recorded prior to release of RCO. This is done through the Ocean County Clerks office)
- Water meters (must be activated, call Ashley (609) 361-3100)
- DUE TO COVID: Smoke certification (ensuring the fire extinguisher, smoke detector and carbon monoxide detector are in working order, must be notarized: we have a notary at LBT)
 - Fire extinguisher- no smaller than 2A:10BC, not more than 10 ft from kitchen, not more than 5 ft from floor and visible
 - Carbon Monoxide Detector- within 10' of ALL sleeping areas, if fuel fired appliance and or attached garage is present.
 - Smoke Detector- 1 on each living space, if battery operated, units need to be 10-year battery sealed.
- Handrails (on all stairs with 4+ risers)
- Flood vents (free of any obstructions)
- Concrete sidewalks and curbs (where applicable, Boulevard)
- Buffer (on all windows on stairs/landing where applicable)
- Condo Certification (for condos, where applicable)

Email: _____