



Application for
Residential Certificate of Inspection

and
Certificate of Smoke/Carbon Detector & Fire Extinguisher

Borough of Highlands
151 Navesink Avenue
Highlands, NJ 07732
Phone: (732) 872-1224
www.highlandsnj.gov

This Application is to be completed by the Property Owner or their respective agent

HOUSING: Pursuant to [Ordinance § 10-5.2](#) Owners are Required to Obtain a Certificate of Inspection prior to occupying any Residential space.

FIRE PREVENTION: Pursuant to [N.J.A.C. 5:70-2.3](#), before any one- and two-family or attached single family structure is sold, leased, or subject to a change of occupancy, the **Owner** is required to obtain a Certificate evidencing compliance [N.J.A.C. 5:70-4.19](#).

PURPOSE OF APPLICATION

☐ Rental/Lease of Space ☐ Transfer of Title ☐ Sale of Property

NOTE: For Short-Term Rentals (3-30 days), please complete the [Highlands Short Term Rental Form](#)

HOUSING INSPECTION FEES: [§ 10-2.2](#) & FIRE PREVENTION FEES: [§ 11-8](#)

- First Sales/Rental Inspection scheduled more than 10 days from Inspection date: \$145
- Expedited Inspection scheduled 4-9 days from Inspection date: \$190
- Expedited Inspections scheduled 1-3 days from Inspection date: \$225

PROPERTY INFORMATION

☐ **Single Family** ☐ **Two Family** ☐ **Multi-Family** ☐ **Apartment** ☐ **Condominium** ☐ **Seasonal**

Address to be Inspected: _____ Blk: _____ Lot: _____

Unit Number Rented/Leased (if applicable): _____ Year Building Built: _____

Name of the Property Owner: _____

Property Owner's Home Address: _____

Phone Number: _____ Email: _____

PROPERTY MANAGER INFORMATION

Name of Property Manager: _____

Manager's Phone: _____ Manager's Email: _____

BUYER/TENANT INFORMATION

Provide the names and ages of all persons who are to occupy the premises, or if not known at the time of the application, to be provided within seven days of the date the tenants occupy the premises:

BUILDING DEPARTMENT USE ONLY

Amount Paid: _____ Check #: _____ Date: ____/____/____

Collected By: _____

Last Revised 07.01.2025