



# Holmdel Code Enforcement & Fire Prevention Bureau Workflow



## CODE ENFORCEMENT

**Administered by: Loni Favorito, David Olsen, Dina Rosado**

- ✓ Landlord Registrations (**Loni Favorito**)
- ✓ Occupancy Certificate of Compliance for:
  - ⇒ Businesses
  - ⇒ Residential Rental Units
  - ⇒ Multiple Dwellings
  - ⇒ Sale of 1 & 2 Family Residential Dwellings

Unit Type	Registration Type	Inspected By	Certificate Type
Business	N/A	Code Enforcement	Code Compliance
1 & 2 Family Dwelling RENTAL/LEASE <sup>1</sup>	Landlord	N/A	Landlord Certificate
1 & 2 Family Dwelling SALE <sup>1</sup>	N/A	Code Enforcement	Code Compliance
Multiple Dwelling*	Rental Unit	Code Enforcement	Code Compliance

\*3 or More attached dwelling units

## FIRE PREVENTION BUREAU

**Administered by: David Olsen, Dina Rosado, Arthur Revel, Bert Rodriguez**

- ✓ Life Hazard & Non-Life Hazard Inspections for Businesses
- ✓ Smoke Detector & Carbon Monoxide Detector Certification for Dwelling Rentals and Sales
- ✓ Fire Safety Permits Under the Uniform Fire Safety Act (N.J.A.C. 5:70-2.7)

Unit Type	Registration Type	Inspected By	Certificate Type
Business	Business	Fire Prevention	Code Compliance
1 & 2 Family Dwelling RENTAL/LEASE <sup>1</sup>	N/A	Fire Prevention	CSDCMAC**
1 & 2 Family Dwelling SALE <sup>1</sup>	N/A	Fire Prevention	CSDCMAC**
Multiple Dwelling* <sup>1</sup>	Rental Unit	Fire Prevention	Code Compliance

\* 3 or More attached dwelling units

\*\* Certificate of Smoke Detector and Carbon Monoxide Alarm Compliance (N.J.A.C. 5:70-2.3)

<sup>1</sup> Certificate of Code Compliance and smoke detector requests are combined on SDL's request for "RESIDENTIAL OCCUPANCY CERTIFICATE" form

NOTE: Prior to scheduling an inspection for a **Certificate of Compliance** for Housing or Fire Prevention inspection, all the following items must be confirmed:

1. No Open Construction Permits
2. No open violations
3. Except for 1 & 2 Family **Non-Rented** Dwellings, the Unit must be appropriately registered with the **Housing and Fire Prevention Bureaus** as a *Landlord, Business, or Rental Unit*