

**Stone Harbor Fire Prevention Bureau**  
**9508 Second Avenue**  
**Stone Harbor, NJ 08247**  
**(609) 368-5102 Ext 137**

**RENTAL REGISTRATION AND FIRE INSPECTION INFORMATION**

- Inspection fee payments must be received on or before December 31 for the upcoming season or a \$50 late fee will be due. Inspections start the first week of January thru April for renewals, based on your property location. (Late fee does not apply to NEW rental registrations)
- Rental and Fire fees are not refundable. If you sell the property, the license is transferable to the new owner. (If you decide not to rent, notify us in writing promptly.)
- Keys are picked up from your realtor and you do not need to be present for the inspection. We recommend having your fire extinguisher serviced, batteries changed, etc. in the Spring or Fall each year. This way you will be on a cycle and you will not have to make a special trip to the property in the winter. You are notified months in advance of the date, so please mark your calendar and make the necessary arrangements. Inspections dates are set by the Licensing Clerk and cannot be changed.
- Must have a Cape May County Representative with a key to access a rental property. Ask your realtor to make sure the keys work, before giving them to the Inspector. (Change in realtor or courtesy key must be noted on your invoice)

**Most Frequent Fire Inspection Violations**

1. One fire extinguisher is required for each kitchen
  - a. The extinguisher must have a minimum rating of **2A 40 BC**, can be higher (ex 3A 40 BC)
  - b. The extinguisher must be mounted in the kitchen. If you wish to hang it in a closet/cabinet, you must label the closet/cabinet and mount the extinguisher in front of it. A closet/cabinet that is accessible without passing the cooking unit must be used.
2. The extinguisher must be inspected yearly by a NJ fire extinguisher dealer and tagged with a service date.
3. One smoke detector is needed for each floor
  - a. On a floor with bedrooms, the detector should be within (10) feet of the bedrooms
  - b. New constructions built on or after 1990- smoke detectors are required in the hallway and in each bedroom.
  - c. Battery detectors must be the 10 year sealed battery detectors.
4. Hot water heaters, heaters, and furnaces must have a 3' clearance for stored items and be free of combustibles and flammables.
5. The property address must be easily distinguished from the street. The house number and or unit must be posted in a minimum of three (3) inch letters/numbers in contrasting color.
6. Carbon monoxide detectors must be on site when gas, oil, any type of fireplace or an attached garage is present. (one per level and within 10 feet of each sleeping area is needed)
7. Propane gas grills are not permitted on any deck, under any overhang or within 5 feet of exterior walls. Propane cylinders cannot be stored inside the dwelling.
8. A knock box is required for properties with alarm systems that are directed to a central dispatch. You may order a knock box at [www.knoxbox.com](http://www.knoxbox.com) (online purchase, residential knock box, enter zip, select Stone Harbor Vol. Fire Co.) You must have the alarm system tested annually and forward a copy of the certificate of inspection with payment or via fax. (609) 368-2619

**2020 RENTAL FEES:**

**SINGLE FAMILY: RENTAL LICENSE \$125 INSPECTION FEE \$75 TOTAL \$200**

**DUPLEX: RENTAL LICENSE \$150 INSPECTION FEE \$115 TOTAL \$265**

**TRIPLEX: RENTAL LICENSE \$175 INSPECTION FEE \$155 TOTAL \$330**

**Borough of Stone Harbor  
9508 Second Ave  
Stone Harbor, NJ 08247  
Residential Rental License and Property Registration Form**

**Applicant and Property Information**

**RENTAL PROPERTY ADDRESS:**

**BLOCK:** \_\_\_\_\_ **LOT:** \_\_\_\_\_

Owner: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*This application authorized the fire bureau to enter your property for a rental inspection. Listing a realtor authorizes the fire Bureau to access the property with the key. If no realtor or manager is listed, the owner is responsible to contact the fire Bureau for an appointment to inspect the property during the inspection week.*

**Managing Agent/Realtor (if any) Person in Cape May County authorized to accept notices, issue receipts, and accept process on behalf of the owner**

Name \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Superintendent, Custodian, or Emergency Contact**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**If Owner is a Corporation, LLC or Trust Complete the following (attached sheets if necessary)**

Name: \_\_\_\_\_

Name of Registered Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Registered Agent: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Telephone Number \_\_\_\_\_

List Below the Name, Address, City, State, and Telephone number for each officer and director of the corporation and title held:

Name	Title	Address	City/State	Telephone

*All rental applications will remain active yearly. If the property is not being rented, the owner must contact the fire bureau to Close the file. All files should be closed by December 31<sup>st</sup> of the previous year.*

**Please attach a floor plan of each unit within the rental property. Show the location and size of each room. (Please complete and return with application)**

Signature of owner: \_\_\_\_\_ Date: \_\_\_\_\_