

**CITY OF ATLANTIC CITY**

DEPARTMENT OF LICENSING & INSPECTIONS  
INSPECTION DIVISION/LANDLORD REGISTRATION  
City Hall – Room 112  
1301 Bacharach Boulevard  
Atlantic City, NJ 08401-4603  
Telephone: 609-347-6450  
Fax: 609-347-6454



**APPLICATION FOR AN OCCUPANCY PERMIT**

Date:

Receipt and Permit No.

- Rental – Initial Inspection \$50.00
- Sales/Refinance, Single Unit \$50.00
- Sales/Refinance, Multiple Units:  units x \$50.00 each =

**\*\*\*\*\* ALL THE ABOVE APPLICATION FEES ARE NON-REFUNDABLE \*\*\*\*\***

Owner's Name:  Telephone:

Owner's Address:

Local Contact:  Telephone:

Local Contact's Address:

*Address of property to be inspected:*

*Apt. No.*  *Block*  *Lot*

➤ Name and Address of Lessee or Buyer

Total Occupants Requested (Rental)

*An application is required for each dwelling unit prior to change in occupancy or upon sale or refinancing. A separate permit must be obtained for each dwelling unit. The fine for EACH VIOLATION is a MINIMUM of \$500, a MAXIMUM of \$1,000 and/or ninety (90) days in jail*

*I certify that the information above is true to the best of my knowledge and I know that if the information provided is wilfully wrong, I am subject to punishment.*

\_\_\_\_\_  
*Signature of Owner, Landlord or Authorized Agent*

▲ **COMPLETED BY OCCUPANT FOR RENTAL PERMITS**  
**List all persons and their ages who will occupy the dwelling unit:**

NAME	AGE	NAME	AGE
1. _____	_____	4. _____	_____
2. _____	_____	5. _____	_____
3. _____	_____	6. _____	_____

▲ I hereby  request  refuse window guards to be installed on the windows of the above-referenced rental unit as per the City Code of the City of Atlantic City.

I certify that the information above is true to the best of my knowledge, and I know that if the information provided is wilfully wrong, I am subject to punishment.

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date

**\*\*\*\*\* UTILITIES MUST BE ON DURING INSPECTION \*\*\*\*\***

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**NOTICE TO ALL PERSONS FILING APPLICATION**  
**FOR AN OCCUPANCY PERMIT**

When an Occupancy Permit Application is filed, the following must be included:

1. A copy of your “Landlord Registration Form – Part 1”;
2. Attach the proper fee. Your check or money order is to be made payable to “The City of Atlantic City.
3. For single family and duplex and anything in the UCC use group R-3 structures, a Certificate of Smoke Detection Compliance must be supplied at the time of the application. You can obtain this Certificate by contacting the Atlantic City Department of Fire Prevention located at 2715 Atlantic Avenue, 1<sup>st</sup> Floor, telephone number (609) 347-5595.

Following this procedure will save delays. It also prevents return of your application due to its being incomplete.

**NOTE**

1. Occupancy permit must be secured prior to occupancy in accordance with Chapter 194 of the City Code of the City of Atlantic City.
2. Utilities must be on for inspection and unit must be ready.
3. Cancellation of an inspection and re-inspection appointments must be made 24 hours in advance. You will forfeit your fee for missed appointments or no shows.
4. Name changes must be made no later than 30 days after final inspection approval. Any name changes after 30 days will require a NEW APPLICATION and FEE.

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# NOTICE

## TO ALL OWNERS AND AGENTS

You shall be required to furnish a **CERTIFIED EXTERMINATION REPORT** from a “**LICENSED**” Exterminator stating that your unit is free of “**BED BUGS**” and any other insects and/or rodents. Occupancy will not be granted until this Certification is received I our office. Please note general inspections will be conducted as usual in order to expedite the process by the Rental Registration Office as per City Code 306.1-5

### **SECTION 306 – EXTERMINATION**

306.1 **Infestations.** All structures shall be kept free from insects and rodent infestation. All structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human beings. After extermination, proper precautions shall be taken to prevent infestation.

306.2 **Owner.** The owner of any structure shall be responsible for extermination within the structure prior to renting or leasing the structure.

306.3 **Single Occupant.** The occupant of a one-family dwelling or of a single-tenant non-residential structure shall be responsible for extermination of the premises.

306.4 **Multiple Occupancy.** The owner of a structure containing two or more dwelling units, a multiple occupancy, a rooming house or a non-residential structure shall be responsible for extermination in the public or shared areas of the structure and exterior property. If infestation is caused by failure of an occupant to prevent such infestation in the area occupied, the occupant shall be responsible for extermination.

305.5 **Occupant.** The occupant of any structure shall be responsible for the continued rodent and pest-free condition of the structure.

**EXCEPTION:** Where the infestations are caused by defects in the structure, the owner shall be responsible for extermination.