TOWNSHIP OF FRANKFORD
SHORT-TERM RENTAL APPLICATION FORM
(Please note that a separate application must be filed for each individual dwelling unit)

SHORT-TERM RENTAL ADDRESS:_____Block:_____Lot:____

☐ First-time application (Fee $350 – Checks made payable to Frankford Township)
☐ Annual Renewal application (Fee $125 – Checks made payable to Frankford Township)

Applicants shall **annually complete & submit this application with respective, non-refundable fees to the Township of Frankford Clerk** ('Clerk'). The Clerk shall review, and issue said permits with the assistance of such other departments (e.g. Construction, Fire Prevention) or individuals as they deem appropriate or necessary. A separate Fire Prevention Inspection (with fee) is required. If home was built prior to 1978, a lead inspection from a certified lead evaluation contractor is required. The Clerk shall have the authority to obtain any additional information from the Dwelling Unit Owner deemed necessary in order to effectuate the purpose of Frankford Township Ordinance #2026-05. Such application shall include**:**

1. **DWELLING UNIT OWNER(S)**: Please supply information for the owner(s) of record of the dwelling unit ('Dwelling Unit Owner') for which a permit is sought. If such owner(s) is/are not a natural person(s), the application must include and identify the names of all partners, officers and/or directors of any such entity, and the personal contact information, including addresses and telephone numbers for each of them (this section can be completed by attaching a separate sheet, as necessary).

Owner's name: _____

Owner's primary address: _____

Owner's Phone #:_____E-**mail address**:_____

2. DWELLING UNIT INFORMATION:

- Year Built:_____
- Number of bedrooms in the dwelling unit: _____ Number of bathrooms in same unit:_____

3. A copy of the driver's license or State identification card of the Dwelling Unit Owner. [**ATTACH**]

4. Proof of general liability insurance in a minimum amount of $500,000.00 (**ATTACH**)

5. **PROPERTY AGENT**: Please supply information of the primary contact person for rentals of the dwelling unit (the 'Property Agent'). This shall constitute the Property Agent's 7-day-per-week, 24-hour-per-day contact information. They shall be accessible at all times during which the dwelling unit is occupied as a short-term rental unit and, in shall be a responsible party, second only to the Dwelling Unit Owner in terms of responsibility. *NOTE that the Property Agent **can** be the same person as the Dwelling Unit Owner.

Property Agent's name: _____

Property Agent's address: _____

Property Agent's Phone #: _____ E-**mail address**: _____

6. The specific short-term rental platform on which the above-mentioned dwelling unit will be listed for short-term rental (e.g. Airbnb, VRBO, etc.):_____(**ATTACH COPY OF ADVERTISEMENT**)

Sworn agreement/acknowledgement of the Dwelling Unit Owner:

I, _____, have reviewed Frankford Township Ordinance #2026-05 and understand its requirements. I certify as to the accuracy of all information provided in this permit application and am aware if any of the foregoing answers are willfully false, I am subject to punishment.

I further pledge to ensure that the use of the above-mentioned dwelling unit as a short-term rental unit will not disrupt the neighborhood and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties. I understand the penalties which I am subject to for violations of Frankford Township Ordinance #2026-05.

_____ _____
Dwelling Unit Owner Signature Date

A violation of any provision of Ordinance 2026-004 may subject the STR owner, transient occupant(s), the STR property agent, or the responsible party or their agents to fines pursuant to the General Penalty Ordinance 1-5 and/or the revocation of any STR permit.

In addition, upon a finding of a violation, the Township Committee may suspend a license for 30 days. A second violation within the same calendar year may result in a suspension for up to 1 year. An STR owner shall be given notice of the public meeting at which any suspension may be considered by the Township Committee, and shall have the right to present mitigating facts to the Committee prior to its consideration of a suspension.

Please note that fire prevention inspection fees are paid separately from this application. Also, any home built PRIOR TO 1978 will require a lead inspection from a certified contractor.

FOR OFFICE USE ONLY

Department Review and Approval: The following departments shall review and advise the Clerk if there is/are any violation(s) present that require mitigation prior to permitting.

_____ _____
Construction Review Date

_____ _____
Fire Marshal Inspection Date

_____ _____
Tax Collector Review Date

_____ _____
Zoning Officer Review Date

_____ _____
Municipal Clerk Review Date

FANKFORD TOWNSHIP
FIRE PREVENTION BUREAU

151 US Highway 206, Augusta, NJ 07822 • 973-948-5566 • Fax 973-948-0943

Certificate of Smoke Detector, Carbon Monoxide Alarm and Secondary Power Source Identification

N.J.A.C. 5:70-2.3 Certificate of smoke and carbon monoxide alarm compliance; before any one- and two-family or attached single family structure is sold, leased, or otherwise made subject to a change of occupancy for residential purposes, the owner shall obtain a certificate of smoke alarm, carbon monoxide alarm, and secondary power source identification, evidencing compliance with *5:70-4.19*, from the appropriate enforcing agency.

Property Address:_____ **Block:**_____ **Lot:** _____

Number of Levels:_____ **Number of Bedrooms:**_____ **Year Built:** _____
(Including Basement)

☐ **Sale** ☐ **Rental** **Date of Closing or Change of Occupancy:** _____

OWNER (Seller) (please print clearly)

Name:

Address:

Phone: **Email:**

Certificate will be emailed to above address

AUTHORIZED AGENT/REAL ESTATE AGENT (if agent will be responsible for scheduling inspection)

Name:

Phone: **Email:**

_____ _____
Signature of Homeowner **Signature of Authorized Agent**

Applications received more than 10 days prior to the closing/change of occupancy: $75.00 Applications received fewer than 10 days prior to the closing/change of occupancy: $100.00 Re-inspection Fee: $50.00

Make checks payable to: Frankford Township Fire Prevention. Payment must be submitted with application.

OFFICIAL USE ONLY

Payment Amount:_____ ☐ Cash ☐ Check #_____ Date:_____ Collected By: _____

SMOKE ALARM REQUIREMENTS

TEST AND CLEAN YOUR SMOKE ALARMS BEFORE INSPECTION DATE
CHECK BELOW INFORMATION TO ENSURE YOUR SMOKE ALARMS MEET MINIMUM REQUIREMENTS

There are different types of smoke alarms –

1. Battery operated smoke alarms-must be 10 year sealed, non-replaceable, battery type
2. Electric smoke alarms – must be dated within 10 years
3. Electric smoke alarms with interconnection – must be dated within 10 years
4. Electric smoke alarms with interconnection and battery backup – must be dated within 10 years

Low Voltage Central Alarm Systems –
Many homeowners have installed either at the time of construction or at a later point, a low voltage hardwired or wireless fire detection system, which is acceptable under the Code. **This inspection must be done by an alarm company or an electrician certified by the state of NJ. An NFPA 72 report is required to be submitted to the Fire Official.**

The type of smoke alarms required for a Certificate of Smoke Alarm and Carbon Monoxide Alarm Compliance will depend on the type of smoke alarms that were required at the time of original construction. **Replacing electric smoke alarms with battery-operated smoke alarms is *not permitted.***
Defective interconnected smoke alarms must be replaced with compatible alarms or, when not possible, all interconnected alarms must be replaced to meet the requirements of the Compliance Certificate.

HOUSE BUILT/RENOVATED:	MINIMUM REQUIREMENTS:
Prior to January 1977	Battery operated smoke alarms on all levels-sealed battery type.
January 1977 – September 1978 Smoke	Electric Smoke Alarm on each sleeping level. Battery operated Alarm on all other levels-sealed battery type.
October 1978 – January 1983	Electric Smoke Alarms on sleeping level and basement. Battery Operated Smoke Alarms on all other levels-sealed battery type.
February 1983 – July 1984	Electric Smoke Alarms on all levels.
August 1984 – February 1991	Electric Smoke Alarms on all levels. All Smoke Alarms must be interconnected.
March 1991 – Present	Electric Smoke Alarms on all levels and inside each bedroom. All Smoke Alarms must be interconnected. All Smoke Alarms must be equipped with battery back-up.

- A smoke alarm is required within 10 feet of every bedroom door. If a level has more than one sleeping area, smoke alarms are required in each sleeping area.
- The smoke alarm installed on the basement level and all levels without a sleeping area must be located in

close proximity to the stairway leading to the floor above.

- Smoke alarms must be properly mounted and secured to the ceiling or wall according to manufacturer specifications.
- **All smoke alarms must be listed in accordance with ANSI/UL 217 or equivalent and must have a test button.**
- Common area hallways and stairs in two-family houses must have a smoke alarm at each landing.
- Attics with walk upstairs are required to have smoke alarm.

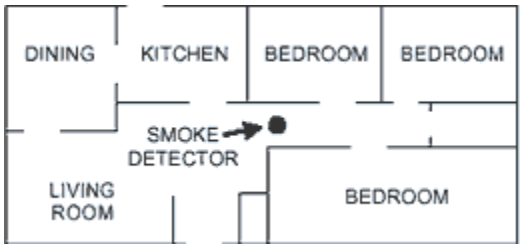
Smoke alarms are NOT permitted:

- Within 5 feet of a kitchen (cooking vapors)
  Exception: photoelectric type smoke alarms may be within 5 feet of a kitchen.
- Within 3 feet of an attic fan or the tips of a ceiling fan blades.
- Within 3 feet of the door leading to a bathroom containing a tub or shower (steam).
  Exception: Photoelectric type smoke alarms may be within 3 feet of a bathroom.
- Within 3 feet of an air supply vent (supply or air flow).
- Within 1 foot of a light fixture.
- Within the "dead air space" where the wall meets the ceiling (ceiling smoke alarms must be at least 4" from the wall, wall mounted smoke alarms must be at least 4" and no more than 12" from the ceiling.
- Smoke alarms are NOT permitted to be painted.

RECOMMENDED LOCATIONS

Centralized Bedrooms

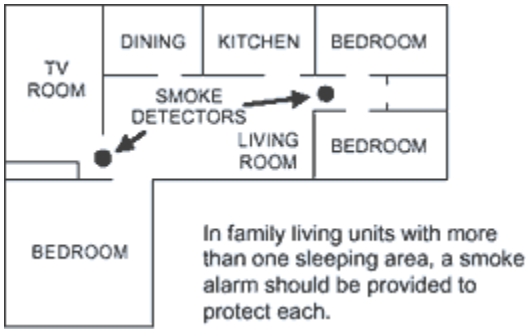
Shall have a minimum of (1) smoke detector and (1) carbon monoxide detector within (10) feet of each sleeping area. (Combo units are acceptable)



A smoke alarm should be located between the sleeping area and the rest of the family living unit.

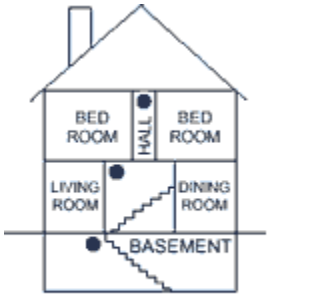
Non-Centralized Bedrooms

Shall have a minimum of (1) smoke detector and (1) carbon monoxide detector within (10) feet of each sleeping area. (Combo units are acceptable)

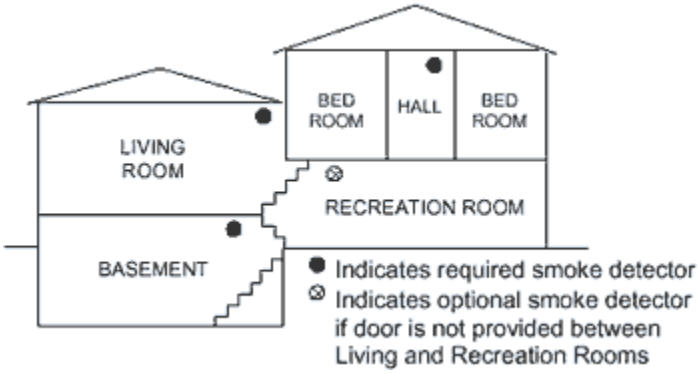


Multi-Level Homes:

Shall have a minimum of (1) smoke detector on each level. If there are multi-level bedroom, (1) carbon monoxide detector required within (10) feet of each sleeping area.



A smoke detector should be located on each story.



CARBON MONOXIDE ALARM (CO) REQUIREMENTS

A Carbon Monoxide Alarm is required in all 1 and 2 family dwellings that contain any fuel-burning device/appliance or have an attached garage.

Carbon Monoxide Alarm must meet the following requirements:

- May be electric operated or battery operated.
- Must be installed on each sleeping level.
- Must be installed in hallway within 10 feet of every bedroom door.
- Combination smoke/carbon monoxide alarms must be installed meeting the requirements for a smoke detector.
- Must be UL listed or equivalent.

SECONDARY POWER SOURCE IDENTIFICATION

This requirement applies to one- or two-family and attached single family dwellings only and will be enforced upon a change of occupancy.

A structure used or intended for use for residential purposes by one or two households must have a label installed within 18 inches of the main electrical panel and electrical meter warning of the dangers associated with secondary power sources. A secondary power source may include permanently installed internal combustion generators, solar panels, battery storage systems, or any other supplemental source of electrical energy to the primary power supply. The label must be marked with the wording similar to “CAUTION: MULTIPLE SOURCES OF POWER.” and may not be handwritten. A label compliant with Division of Fire Safety MEMORANDUM λ Page 2 ANSI Z535.4 will meet the requirements of this law and may be referenced in the subsequent regulations.