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## Bureau of Housing Inspection



The Bureau of Housing Inspection, administers the New Jersey Hotel and Multiple Dwelling Law (N.J.S.A. 55:13A-1 et seq.) (hereafter called "The Act"). The Bureau is responsible for ensuring that hotels and multiple-family buildings of three or more dwelling units operating within the State of New Jersey are properly maintained and do not pose a threat to the health, safety and welfare of their residents, nor the community in general.

To achieve these objectives, the Act requires that the Bureau conduct a five year cyclical inspection of these properties. The Bureau has thereby been given the authority to enforce the New Jersey Regulations for the Maintenance of Hotels and Multiple Dwellings and, where applicable, Subchapter 4 of the New Jersey Uniform Fire Code, by issuing citations for the violation of these requirements.

Under this Act, Condominiums, Cooperatives and Mutual Housing Corporations fall within the definition of multiple dwelling, and as such, are subject to its provisions. Under the Regulations, the Condominium Association, Cooperative or Mutual Housing Corporation, is for the most part considered to have the responsibilities of the "owner" as described in the Act, and is responsible for the registration of each building and for the correction of all cited violations.

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- [Housing Code Compliance](#)
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- [State Local Cooperative Housing Inspection Program \(SLCHIP\)](#)
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- [Housing Code Administration](#)

The unit issues Certificates of Registration, Certificates of Inspection and provides technical assistance related to the inspections process. The code administration unit also oversees violation abatement matters concerning time extensions. Certain types of building owners e.g. owner-occupied three and four unit buildings, fee simple ownership and retirement communities may qualify for reduced inspection fees or fee exemptions. You may contact the Bureau by telephone at (609) 633-6225 for additional information.

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### More Information

[Human Trafficking Information](#)[Human Trafficking Proposal](#)[Frequently Asked Questions \(FAQs\)](#)

Please [follow this link](#) for access to DCA RIMS Online

For further information on NJ's hotel and multiple dwelling registration and inspection requirements:  
Phone: (609) 633-6210  
Fax: (609) 633-6208

### Register Your Hotel or Multiple Dwelling

Owners of hotels, motels and multiple dwellings are responsible for registering their building's with the Bureau of Housing Inspection. To receive an application form you may telephone the Code Administration Unit at (609) 633-6225 or forward a letter of interest to: Bureau of Housing Inspection, Code Administration Section, PO Box 810, Trenton, NJ 08625-0810. You may also register in person at: The William Ashby Building, Department of Community Affairs, 101 South Broad Street, Trenton, NJ 08625, Office Hours: 9:00 AM - 4:00 PM.

### Exceptions

**\*\* Condominiums, Cooperatives, Mutual Housing Corporations.** Though the Hotel and Multiple Dwelling Law provides that multiple dwelling buildings having a condominium or cooperative or mutual housing corporation form of ownership are under the Bureau's jurisdiction, the law also exempts sections of such buildings that: 1) contain not more than four dwelling units, 2) have at least two exterior walls unattached to any adjoining building section and where attached, are attached exclusively by fire-resistant rated walls, and 3) contain dwelling units that are owner-occupied (if both owner- and non-owner-occupied units are contained therein, only the owner-occupied units are exempt).

**\*\* Fee Simple Ownership.** The term "Fee Simple" refers to each unit being owned individually and not in the condominium or cooperative form of ownership. The Bureau's policy regarding fee simple ownership in townhouse developments is as follows. 1) Developments involving fee simple ownership are not subject to the Hotel and Multiple Dwelling Law where the association has no residential building maintenance responsibility; however, in such cases, the association must provide the bureau with sufficient documentation demonstrating that ownership is fee simple and that individual owners, and not the association, are directly responsible for maintenance of the residential building (Documentation must include references to documents such as the association by-laws or contractual agreements between association and owner); 2) the term "common area", should be clearly defined; for example the association may consider common area as property not directly associated with the residential building such as a pool, parking lot or lawn, however, common area may also be hallways, basements or exterior parts of the residential building such as siding, windows, doors or roof.

If the association is responsible for the maintenance of common areas involving the residential building(s), the Bureau must inspect the development.

All requests for exemption by way of fee simple ownership must be in writing and submitted with all the required documentation as described above to the Bureau of Housing Inspection, Code Administration Section, PO Box 810, Trenton, NJ 08625-0810. Requests may also be faxed to (609) 633-6208. Once a determination is made, approval or denial will be provided in writing.

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### ■ Housing Code Compliance

The unit issues violation orders, penalties and judgments for: failure to pay department inspection fees, non-compliance with issued violations, failure to pay fees and penalties and failure to register a multiple dwelling with the Bureau. The unit notifies building owners for failure to register a building with the Bureau of Housing Inspection and processes hearing request for contested cases. For additional information contact.

- Penalties - (609) 633-6229
- Judgments for Failure to Register - (609) 633-7090
- Penalty Judgments - (609) 984-7706

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### ■ State Inspections

The Bureau is responsible for cyclical inspections and compliance inspections of hotels, motels, and multiple dwellings in 487 municipalities within the State of New Jersey.

- State Inspection Section – (609) 633-6241

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- State Local Cooperative Housing Inspection Program (SLCHIP)

The Bureau enforces the Hotel and Multiple Dwelling Law through the State Local Cooperative Housing Inspection Program (SLCHIP), there are 79 municipalities that are authorized to participate. Through the SLCHIP program qualified, local inspectors perform cyclical inspections and compliance inspections of hotels, motels and multiple dwellings and earn compensation for the municipality.

If your municipality is interested in joining the State Local Cooperative Housing Inspection Program follow the steps below:

- Forward a letter of interest from the Mayor's Office to the address listed at the end of this section.
- After receipt of letter the bureau will forward a SLCHIP package which includes: conditions of authorization, payment schedule and a list of cyclical inspections due for the fiscal year.
- Once participation is approved, the bureau will forward a letter of authorization and SLCHIP Program agreement.
- The Mayor returns the signed agreement to join the SLCHIP program.
- A meeting is scheduled to discuss the program requirements.
- The Municipality must forward a resume and conflict of interest form for each SLCHIP inspector.
- SLCHIP inspectors shall be trained by the Bureau of Housing Inspection.

For further information concerning the SLCHIP program contact the unit by telephone at (609) 633-6240.

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- Related Forms and Publications

- Affidavit for:
  - [Fire Resistance Paint on Door](#)
  - [Fire Resistance Paint on Wall/Ceiling](#)
  - [Out of Jurisdiction](#)
  - [Renovation](#)
- [Application for Exception](#)
- [Carbon Monoxide Alarms](#)
- Certificate of Registration:
  - [Application](#)
  - [Supplemental](#)
- [Condo, Co-Op, Mutual Housing Corp Exemptions](#)
- [Human Trafficking](#)
- [Instructions to Register Your Hotel or Multiple Dwelling](#)
- [Lead Safe Maintenance for Tenants](#)
- [Lead Safety in 1- & 2-Family Rental Housing, Advisory](#)
- [Reduced Inspection Fee](#)
- Technical Bulletins
  - [1 - Rear Porch Enclosures](#)
  - [2 - Door Closers](#)
  - [3 - Exits That Do Not Discharge To A Public Way](#)
  - [4 - Protection of Interior Exits](#)
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## 5 - Electrical Facilities in Bathrooms and Toilet Rooms

- [Tenant's Guide to Window Guard Safety](#)
- Truth-in-Renting Guide:
  - [English](#)
  - [Espanol](#)

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### ▪ Laws, Rules, Regulations

- [NJSA 55:13A](#) - Hotel and Multiple Dwelling Law
- [NJAC 5:10](#) - Maintenance of Hotels and Multiple Dwellings
- [NJAC 5:10A](#) - Proprietary Campground Facility Health and Safety Standards

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