



Township of Little Egg Harbor

665 Radio Road

Little Egg Harbor, New Jersey 08087

Phone: 609-294-9071

Fax: 609-812-1732

Requirements

1. Complete and submit application along with appropriate fee(s).
2. Schedule your inspection.
3. Submit a mechanical certification & well water analysis approval from Ocean County Board Of Health (if applicable), and file a landlord filing statement (if applicable) with the Municipal Clerk before a Certificate of Occupancy and be Approved.
4. Should a property have any open permits, they must be inspected and closed prior to an application being submitted.

Pre-Inspection Checklist

1. House Numbers: must be attached to the structure. 3 inch numbers for residential; 6 inch for commercial.
2. Door Deadbolts: cannot be keyed on interior.
3. Smoke Detectors: are required 1 on each floor of the house (including basement); also must be within 10 feet of any/all bedroom(s). If you have an interconnected system, all must be interconnected.
4. Carbon Monoxide Detector: are required on the outside of and within 10 feet of any/all bedroom(s).
5. Fire Extinguisher: must be located in the vicinity of the kitchen; has to be rated A, B, C; cannot weigh more than 10 lbs.; cannot be in a box. Cannot be older than 12 years.
6. Anti-Tip Device: required in all ranges.
7. Safety Relief Valves: on water heaters and boilers are required to be piped downward to between 2 and 6 inches from floor, with no reducers and no threads on the bottom. (no plastic, unless approved by plumbing code)
8. Dryer Exhaust: must be metallic flex or rigid pipe and have proper termination to the outside of the house.
9. Water Faucets: Water must be on and must have the hot water on the left and cold water on the right.
10. Plumbing: must be in satisfactory condition, no open sewer lines.
11. Electrical: closet light bulbs, switches, outlets, junction boxes, breaker, and fuse boxes must all have covers. Breaker and fuse boxes cannot have any gaps. Electrical service equipment such as cable and or service mast, meter socket, and breaker panel must be in satisfactory condition.
12. General Condition: must not have broken windows, missing siding, or debris inside or out. No uncut grass or weeds. Chimneys and furnaces must be properly capped and vented. No holes in walls, floors, or doors. Handrails and guardrails are required on all open sides of decks and stairways 30 inches or more above grade. Bulkhead must be maintained (letter of intent for new buyers). All Rentals must have non broken screens in place, and the general condition of the property must be safe, sanitary, and secure.

Please Note this list is NOT all inclusive. There may be situations at the property that will prevent you from passing your inspection.

If you have any questions please call us at 609-296-7241 ext. 616.



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Certificate of Occupancy Inspection Application
Existing Structure Rental / Resale

Address to be Inspected:

Block:	
Lot:	

Today's Date:	
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Lockbox #:	
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Owners Name:	
Owners Phone:	
Owners Email:	
Owners Address:	

Agents Name:	
Agents Phone:	
Agents Email:	
Agents Address:	

Check One	Inspection Type	Fee
<input type="checkbox"/>	Rental	\$35.00
<input type="checkbox"/>	Resale	\$25.00
<input type="checkbox"/>	Bass River Twp. Rental	\$35.00
<input type="checkbox"/>	Bass River Twp. Resale	\$25.00

Check or Money Order Only; All checks made payable to "Little Egg Harbor Twp."

Check Number

Check Amount

Check One	Water Type	
<input type="checkbox"/>	Public Water	
<input type="checkbox"/>	Well Water	Certificate Required

Check Off Any / All	Building	Electrical	Plumbing	Fire
Open Permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permit Number				

Inspection Date:

Owner Signature

Agent Signature



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Mechanical Certification

Certification may be made by the property owner, licensed contractor(s), or a home inspection agency of choice.

Pursuant to Little Egg Harbor Township Ordinance 2001-14 and 8-10.0 all properties sold and rented shall have their *heating unit, hot water unit, plumbing, and electrical system* inspected and certified. Then the certification has to be delivered to the construction code official before a Certificate of Inspection / Occupancy can be issued.

Please complete form below:

I _____, do hereby certify that the heating unit, hot water unit, plumbing, and electrical systems located at _____

Block: _____ Lot: _____ are in satisfactory and safe working condition.

Owner / Inspectors Name _____

Inspectors License Number _____

Signature

Title

Date