



Existing Structure Certificate of Occupancy
665 Radio Road
Little Egg Harbor, New Jersey 08087
Phone: 609-294-9071 Fax: 609-294-9065

Prerequisites

All applicable prior approvals must be submitted BEFORE this application will be accepted See Below:

1. Open permit request; all permits MUST be closed out.
2. All rental properties MUST have a current Rental Mercantile License, valid Liability Insurance, Taxes, MUA fees and a current Landlord Filing Statement (Landlord filing statement is obtained from the Township Clerk's Office)
3. If the property owner is listed under a business name, a letter a Formation is required to be submitted with the application
4. If the property is an estate, a surrogate letter or POA (power of attorney) is required to be submitted with the application
5. Signed Mechanical Certificate (this is located within the application packet)
6. Should the property contain well water an approved water analysis issued from OCEAN COUNTY BOARD OF HEALTH is required prior to a Certificate being issued

Applications are to be submitted in their entirety and will not be accepted incomplete.

Once the application has been accepted the office will process and you will receive and email with an inspection date. Make sure to check your spam and junk folders as the email will be coming directly from our system and may be flagged by your email provider.



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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 flood 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 labeled, charged and operable, must be within 10 feet of the kitchen and located in the path of egress, or near the way out; must be readily accessible and visible; must be mounted using the manufacturer's hanging bracket, so the operating instructions are clearly visible'cannot weigh more than 10 pounds; and must be an approved type with minimum rating of 2A-10B:C; must be serviced and tagged by a certified Division of Fire Safety Contractor within the past 12 months, or the homeowner must have a receipt for a recently purchased extinguisher. When the unit is mounted, the top cannot be more than 5 feet above the floor.
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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EXISTING STRUCTURE CERTIFICATE OF OCCUPANCY APPLICATION

TODAY'S DATE _____

PROPERTY ADDRESS:

Indicate on of the following:

Lock Box Code: _____ or Someone Will Be Home: _____

Owner/Seller Name:

Owner/Seller Address:

Owner Seller Email:

Owner /Seller Phone Number

Agent Name:

Agent Phone Number:

Agent Email:

Indicate One: **Sellers Agent** **Buyers Agent**

Buyers Name:

Buyers Address:

Buyers Email:

Buyers Phone Number:

Does the property have well water? _____ Yes _____ No

Check One	Inspection Type	Fee	Re-inspection Fee
	Resale	\$60.00	\$30.00
	Rental	\$50.00	\$30.00
	Short Term Rental	\$50.00	\$30.00

Owner/Seller Signature

Agents Signature



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Mechanical Certification

Certification may be made by the property owner, buyer (should the buyer be responsible in obtaining the certificate of occupancy), licensed contractor, 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 Certificate of Inspection/ Occupancy can be issued.

Please complete form below:

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

Block _____ Lot _____ are is satisfactory and safe working condition.

Owner/Buyer/Inspectors Name

Inspectors License Number

Signature

Title

Date



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665 Radio Road
Little Egg Harbor, New Jersey 08087
Telephone: 609-294-9071 / Facsimile: 609-294-9065**

Seller's Acknowledgement

I _____, do hereby certify to be the seller of the property located at

Block: _____ Lot: _____, and do hereby give permission to the buyers to submit application and obtain the resale certificate of occupancy.

Sellers Signature

Date

Notary

Buyer's Acknowledgement

I _____, do hereby certify to be the buyer/buyers of the property located at _____

Block: _____ Lot: _____, and do hereby acknowledge that I/we are accepting the responsibilities of submitting and obtaining a resale certificate of occupancy, waiving the seller's responsibilities of the process.

Buyers Signature

Date

Notary