

**CARNEYS POINT TOWNSHIP**  
**303 HARDING HIGHWAY**  
**CARNEYS POINT, NJ 08069**  
PRE-OCCUPANCY APPLICATION INFORMATION  
Phone: 856-299-0070 X127  
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**PRE-OCCUPANCY APPLICATION INFORMATION**

- A Certificate of Occupancy is required in the Township of Carneys Point **each** time a residential dwelling unit changes occupants.
- The following checklist is a guideline for items that **must** be completed at the time of a housing inspection to obtain a Certificate of Occupancy in the Carneys Point.
- This checklist is based on the regulations contained in the Current International Property Maintenance Code, Chapter 64 of the Code of the Carneys Point Township (Certificate of Occupancy) and current regulations adopted by the NJ Department of Community Affairs.
- The inspection is a general inspection and the Township does not guarantee that the premises inspected are free from latent defects; nor is the Township liable for damages or injury caused to any person as the result of any violation not reported herein.
- If the buyer is assuming the responsibility of obtaining the certificate, this office must be notified in writing prior to the issuance of the Certificate of Occupancy.

**APPLICATION INSTRUCTIONS**

- An application for inspection must be completely filled out and submitted to the Housing Code Official's Office in Carneys Point Municipal Building.
- **A \$50.00 fee (rental) or a \$75.00 fee (sale) must accompany the application for inspection. This fee covers the initial inspection only. Rental: 2<sup>nd</sup> inspection \$50.00, 3<sup>rd</sup> \$75.00. Sale: 2<sup>nd</sup> inspection \$50.00, 3<sup>rd</sup> inspection \$50.00**
- All applications and fees must be submitted to the Housing Code Official's Office. **Applications and/or fees will not be accepted by the inspectors in the field.**
- **The owner or realtor must be present at the time of inspection. The inspector will not enter the premises alone.**
- No inspection or reinspection will be scheduled without a completed application or without the fee paid in full prior to inspection.
- The owner or Realtor must contact the Housing Code Official's Office at (856) 299-0070 ext. 127/126 to set up an inspection or reinspection. This will not be done until all applications and fees are received.
- A certification may be required for the following: chimneys - roof - electrical - structural – heating – septic- well
- **APPLICATIONS MUST BE APPROVED WITHIN 30 DAYS OF INITIAL INSPECTION. VIOLATORS WILL BE SUBJECT TO FINES (\$1000.00 per week) AS PER THE CARNEYS POINT TOWNSHIP CODE #64-7**
- **APPLICATIONS ARE NON-TRANSFERABLE & WILL EXPIRE AFTER 60 DAYS**

Because of scheduling and processing time, please apply for inspections a **minimum** of two weeks prior to settlement/rental. ***It is suggested that you apply for a Certificate of Occupancy when the house is listed.*** This will help avoid scheduling problems and the repair list will allow you to realize the true value of the property once the repairs are completed.

**CERTIFICATE OF OCCUPANCY INSPECTION CHECKLIST**

**EXTERIOR**

- House numbers; each dwelling must have a house number displayed in a position easily observed and readable from the public right-of-way. All numbers must be reflective and at least 3 inches high, meeting requirements of Chapter 60 of the Township's Code
- All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair. Yards with swimming pools must have a fence with self-closing, self-latching, out-swing gates. Minimum fence height at 48" with latch at top minimum 54" high.
- All landings or porches 30" in height or higher must have a rail around the entire area, with intermediate rails, spaced no greater than 4" between, no less than 36" in height minimum.
- Every basement outside entrance shall be maintained to prevent entrance of rats, rain and surface water.
- No broken or missing glass, including doors; all glass must be properly glazed (putty around glass) and weather-tight.
- All stairways, decks, porches and balconies, shall be maintained structurally sound.
- Property must be maintained. High grass, debris, unregistered vehicles etc. shall not be permitted

## **INTERIOR**

- Stove must be equipped with an anti-tilt device.
- All utilities must be on at the time of inspection.
- A smoke detector is required on each level of the premises. On levels where bedrooms exist, detectors must be located in all bedrooms and outside of each sleeping area. Smoke detectors may be battery operated.
- Carbon monoxide detectors shall be installed in the vicinity of the sleeping areas except for buildings that do not contain a fuel burning device or attached garage.
- All stairs of four (4) risers or more must have a handrail at least 30" high and secured.
- Bathrooms must have a window or may have a fan exhausting to the exterior.
- Every egress window shall be capable of being easily opened and shall be held in position by window hardware.
- All interior doors shall be free from obstruction and able to close
- An **ABC** fire extinguisher must be mounted in a visible convenient location within 10' of the kitchen.
- All mechanical equipment, exhaust fans, sump pumps, wood stoves, fireplaces, fireplace inserts, etc. must be installed and maintained in a safe working condition.

## **ELECTRICAL**

- All electric must be free of hazards such as open junction boxes and taped electrical connections.
- No extension cord type wiring is permitted.
- Service wire to house must be in sound condition.
- G.F.C.I. protection must be supplied to all swimming pools, spas. G.F.C.I. receptacles must be installed within 5' of any water source, all exterior outlets and above all kitchen counters and all bathrooms.
- Electric Panel must be labeled.

## **PLUMBING**

- Plumbing fixtures shall be vented.
- All water lines, spigots and valves must be in proper working order.
- Toilets must flush.
- Heat must be supplied to all habitable rooms.
- Hot water heaters and heating boilers must be properly installed with a pressure relief valve with an extension pipe installed and terminating within 6" of the floor or into an approved indirect waste.

### **PLEASE NOTE**

1. All repairs must be done in a workmanlike manner.
2. All handrails and railings, new or existing, must be adequately secured as to withstand normal loads.
3. Ordinary repairs do not require construction permits; if any permits are required it will be noted on the individual repair list.
4. The Township does not inspect air conditioning unless it is specified in the rental agreement.
5. The Township does not inspect the condition of any swimming pools, Jacuzzi's, hot tubs or spas. The inspection performed is to assure safe electrical connections and required fencing and access only.
6. The Township does not address basements/crawl spaces concerning wet or damp conditions, and will not inspect basements when there is standing water present.
8. Termite inspections are regulated by the State. The Township does not inspect for termite infestation.
9. Carneys Point Township does not inspect for lead base paint.
10. Revisions may be forthcoming when required.
11. **When required certifications shall be provided from:**

- A. **Roofing - Licensed, bonded contractor or structural engineer.**
- B. **Electrical - Licensed, bonded contractor.**
- C. **Chimney - Bonded mechanical contractor or Chimney Sweep.**
- D. **Plumbing - Licensed, bonded plumbing contractor.**
- E. **Septic-as per N.J.A.C. 7:9A-12.6 (RESALE ONLY)**
- F. **Well- as per N.J.S.A. 58:12A-26 (RENTAL 5 Year & RESALE 1 Year)**

**\* ALL RENTAL UNITS MUST BE REGISTERED WITH THE CLERKS OFFICE\***

**IF SALE OR RENTAL DOES NOT OCCUR, NOTIFY THIS OFFICE IMMEDIATELY.**