

Inspection Fee

Rental: \$35

Resale: \$25



Township of Little Egg Harbor

665 Radio Road

Little Egg Harbor, New Jersey 08087

Phone: 609-296-7241

Fax: 609-294-9065

Requirements

1. Submit an open permit request to the construction office, if the property does not have any open permits then you can submit application. Should a property have any open permits, they **MUST** be inspected and closed out **BEFORE** this application can be submitted.
2. **ALL** rental properties **MUST** obtain a Rental Mercantile License **BEFORE** this application can be submitted.
3. If the property owner is listed under a business name, then a Letter of Formation is required.
4. If the property is an estate then a surrogate letter or proof of power of attorney is required.
5. Application must be filled out 100% and appropriate fee must be paid with Check or Money Order **ONLY**.
6. After we process this application an email with your inspection date will be sent out, if you need to re-schedule the inspection date contact the office ((609)296-7241 ext. 591)
7. 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 can be approved.

****Check or money order ONLY****

All Checks Made Payable to:

" LITTLE EGG HARBOR TOWNSHIP "

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665 Radio Road

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Phone: 609-296-7241

Fax: 609-812-1732

Certificate of Occupancy Inspection Application
Existing Structure Rental / Resale

Address to be inspected: _____

Block: _____ Lot: _____

Today's Date: _____ Entry Instructions: _____

Owners Name:	_____
Owners Phone:	_____
Owners Email:	_____
Owners Address:	_____

Agents Name:	_____
Agents Phone:	_____
Agents Email:	_____

Check One	Inspection Type	Fee
<input type="checkbox"/>	Rental	\$35.00
<input type="checkbox"/>	Resale	\$25.00
	Rental re-inspection fee	\$35.00
	Resale re-inspection fee	\$15.00

NO REFUNDS

Rental Mercantile License Number _____

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

Owner Signature

Agent Signature

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Pre-Inspection Checklist

1. **House Numbers**: must be permanently attached to the structure. 3 inch numbers for residential; 6 inch for commercial.
2. **Door Deadbolts**: cannot be keyed on interior. (all deadbolts)
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 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; must be an approved type with a minimum rating of 2A-10B:C; the owner's manual or written operational instructions must be provided and left for the new occupant; 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 five 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 **move in ready**.

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

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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

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