

Temporary Waiver of Certificate of Occupancy



Prerequisites

The Temporary Waiver of Certificate of Occupancy is a document issued in lieu of the Certificate of Occupancy required before the sale of a house. It is only issued to allow a buyer to purchase a house that is in an unlivable condition and therefore, cannot pass a Certificate of Occupancy inspection due to extensive work and cost. The Temporary Waiver of Certificate of Occupancy does NOT allow anyone to Occupy or Live in the home, it is only so work can be done to the house to obtain the Certificate of Occupancy. ONLY after the Certificate of Occupancy has been obtained can anyone move in and/or occupy the home .

NO OCCUPANCY ALLOWED

1. Submit an open permit request with one of the construction clerks. If any are found then they MUST be closed out or transferred to the buyer.
2. Complete the "Temporary Waiver of Certificate of Occupancy Inspection" application; must be completely filled out & signed by both the seller and buyer.
3. Pay application fee
4. The property must be secured
5. The property must have a 2A;10BC minimum rated fire extinguisher
6. The property must have at least 1 working smoke detector
7. The property must have at least 1 working Carbon Monoxide Detector

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Application

Today's Date: _____

Address of house being sold: _____

Entry Instructions:

Owners Name:
Owners Address:
Owners Email:
Owners Phone Number:

Buyers Name:
Buyers Address:
Buyers Email:
Buyers Phone:

Agent Name:
Agent Email:
Agent Phone:

We can NOT Issue Refunds

Check one	Inspection Type	Fee	Re-inspection
	Residential	\$60.00	\$30.00
	Commercial	\$75.00	\$50.00

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Seller's Acknowledgement

I _____, do hereby certify that I am the seller of the
property located at _____
Block: _____ Lot: _____, and I fully acknowledge that I must:

NO OCCUPANCY ALLOWED

1. Have the listed property inspected by the Little Egg Harbor Housing & Bulkhead Inspector for safety, sanitation, and security prior to a Temporary Waiver of Certificate of Occupancy can be issued.

2. Make sure the bulkhead (if applicable) is in good repair as per ordinance §151-10 "Maintenance of bulkheads and waterfront lots; duty to repair." If it is not, then a letter from the buyer(s) to the Township Bulkhead Inspector acknowledging they are aware they are responsible for the repair or replacement of the bulkhead, in accordance to our ordinance within 120 days after the closing date of the sale of the house is required.

If the property is currently Bank Owned: than the Banks representative Name & Signature are required

If purchased at Sheriff Sale then put "Sheriff Sale" as seller name and Provide Book and Page number of Sheriff 's Deed as sellers signature

Date

Sellers Name

Sellers Signature

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Buyer's Acknowledgement

I _____, do hereby certify that I am the buyer of the
property located at _____
Block: _____ Lot: _____, and I fully acknowledge that I must:

NO OCCUPANCY ALLOWED

1. Have the listed property inspected by the Little Egg Harbor Housing & Bulkhead Inspector for safety, sanitation, and security prior to a Temporary Waiver of Certificate of Occupancy can be issued.
2. Make sure the bulkhead (if applicable) is in good repair as per ordinance §151-10 "Maintenance of bulkheads and waterfront lots; duty to repair." If it is not, then a letter from the buyer(s) to the Township Bulkhead Inspector acknowledging they are aware they are responsible for the repair or replacement of the bulkhead, in accordance to our ordinance within 120 days after the closing date of the sale of the house is required.
3. Must apply and obtain the "Certificate of Occupancy" BEFORE anyone can OCCUPY or MOVE INTO this property as per ordinance: §156-12.1. "Temporary Waiver of Certificate of Occupancy." (also, this is a separate application)

Date

Buyers Name

Buyers Signature