

BLOCK No.: _____ LOT No.: _____

C.O. No.: _____

Township of Elsinboro
Construction Code Official
Housing & Zoning Officer

APPLICATION FOR CERTIFICATE OF OCCUPANCY
FOR CHANGE IN OCCUPANCY

PURSUANT TO ORDINANCE # 77-9 & 79-3

PLEASE PRINT OR TYPE

ADDRESS OF PROPERTY:			
(CURRENT OWNER) NAME:			
ADDRESS:			
PHONE #:			
(PROPOSED BUYER / TENANT)			
NAME:			
REALTOR NAME & PHONE NUMBER:			
OWNER:			
BUYER:			
TYPE OF DWELLING			
SINGLE FAMILY _____ DUPLEX _____ OTHER _____			
CHECK AS APPROPRIATE			
____ BEDROOMS # _____	____ BATH(S) # _____	____ KITCHEN	____ ATTIC
____ LIVING ROOM	____ DINING ROOM	____ PORCH	____ DEN
____ FAMILY ROOM	____ HALLS # _____	____ GARAGE	____ PATIO
____ BASEMENT	____ STORAGE BLDG.	____ FENCE	____ SWIMMING POOL
____ OTHER _____			
SIGNATURE: SELLERS REALTOR / CURRENT OWNERS			
DATE:			

APPLICATION IS NOT COMPLETE UNTIL THE OWNER/REALTOR CONTACTS THE HOUSING/ZONING OFFICER TO SCHEDULE THE INSPECTION. PLEASE CALL 935-2200 TO SCHEDULE THE INSPECTION/REINSPECTION. THIS DWELLING IS **NOT** TO BE OCCUPIED UNTIL A CERTIFICATE OF OCCUPANCY IS ISSUED BY THE HOUSING/ZONING OFFICER OF ELSINBORO TOWNSHIP.

_____ \$30.00 INSPECTION FEE

RECEIVED BY

DATE RECEIVED

_____ \$30.00 REINSPECTION FEE

RECEIVED BY

DATE RECEIVED

HOUSING/ZONING OFFICER

DATE

HOUSING OFFICER CHECKLIST FORM

Name: _____

Address: _____

Block _____ Lot _____ Date: _____ Inspection # _____

	YES	NO	COMMENTS
SEPTIC CERTIFICATION	_____	_____	_____
WATER TEST	_____	_____	_____

1. Kitchen

Hot water, sink, plumbing & fixtures	_____	_____	_____
Electrical G.F.C.I. outlets	_____	_____	_____
Stove	_____	_____	_____
Exhaust Fan	_____	_____	_____
Garbage disposal	_____	_____	_____
Cabinet doors, floor, rugs, screens	_____	_____	_____
Windows, ceiling, walls, doors	_____	_____	_____

2. Bathroom #1

Electrical G.F.C.I. outlets	_____	_____	_____
Hot water, sink, plumbing & fixtures	_____	_____	_____
Toilet operational	_____	_____	_____
Tub/Shower operational	_____	_____	_____
Walls, ceiling, floor, rugs, windows	_____	_____	_____
Screens, tiles and doors	_____	_____	_____
Exhaust fan	_____	_____	_____

3. Bathroom #2

Electrical G.F.C.I. outlets	_____	_____	_____
Hot water, sink, plumbing & fixtures	_____	_____	_____
Toilet operational	_____	_____	_____
Tub/Shower operational	_____	_____	_____
Walls, ceiling, floor, rugs, windows	_____	_____	_____
Screens, tiles and doors	_____	_____	_____
Exhaust fan	_____	_____	_____

4. Powder Room

Electrical G.F.C.I. outlets	_____	_____	_____
Hot water, sink, plumbing & fixtures	_____	_____	_____
Toilet operational	_____	_____	_____
Tub/Shower operational	_____	_____	_____
Walls, ceiling, floor, rugs, windows	_____	_____	_____
Screens, tiles and doors	_____	_____	_____
Exhaust fan	_____	_____	_____

	YES	NO	COMMENTS
5. <u>Bedroom #1</u>			
Electrical outlets & fixtures	_____	_____	_____
Windows, screens, doors, rug, walls	_____	_____	_____
Floor & ceiling	_____	_____	_____
Fans & light fixture	_____	_____	_____
6. <u>Bedroom #2</u>			
Electrical outlets & fixtures	_____	_____	_____
Windows, screens, doors, rug, walls	_____	_____	_____
Floor & ceiling	_____	_____	_____
Fans & light fixture	_____	_____	_____
7. <u>Bedroom #3</u>			
Electrical outlets & fixtures	_____	_____	_____
Windows, screens, doors, rug, walls	_____	_____	_____
Floor & ceiling	_____	_____	_____
Fans & light fixture	_____	_____	_____
8. <u>Bedroom #4</u>			
Electrical outlets & fixtures	_____	_____	_____
Windows, screens, doors, rug, walls	_____	_____	_____
Floor & ceiling	_____	_____	_____
Fans & light fixture	_____	_____	_____
9. <u>Living room</u>			
Electrical outlets & fixtures	_____	_____	_____
Walls, ceiling, floor, rugs, screens	_____	_____	_____
Windows and doors	_____	_____	_____
10. <u>Dining room</u>			
Electrical outlets & fixtures	_____	_____	_____
Windows, screens doors, rugs, walls	_____	_____	_____
Floor and ceiling	_____	_____	_____
11. <u>Dens and TV rooms</u>			
Electrical outlets & fixtures	_____	_____	_____
Windows, screens, doors, rugs, walls	_____	_____	_____
Floor and ceiling	_____	_____	_____
12. <u>Basement and Stairway</u>			
Handrail going to basement	_____	_____	_____
Electrical outlets & fixtures	_____	_____	_____
Washing machine G.F.C.I. receptacle	_____	_____	_____
Labeled electrical box 100 amps or more	_____	_____	_____
Hot water heater piped down. Plumbing	_____	_____	_____
Smoke detector located at top of stairs	_____	_____	_____
Windows, doors, screens, rugs	_____	_____	_____

	YES	NO	COMMENTS
Floor and walls	_____	_____	_____
Trash & debris removed	_____	_____	_____
Emergency Heater Switch at Top of Stairs	_____	_____	_____
13. Chimney Certification			
Needs visual inspection	_____	_____	_____
Can be done by heating contractor or Chimney sweep	_____	_____	_____
Remove electrical light switch	_____	_____	_____
Outlet with G.F.C.I.	_____	_____	_____
Vent screens in crawl space	_____	_____	_____
Trash & debris removed	_____	_____	_____
Heater Serviced and Inspected	_____	_____	_____
14. General			
Roof, siding & Fascia	_____	_____	_____
Windows, doors and screens	_____	_____	_____
House numbered and painted	_____	_____	_____
Cracked walls	_____	_____	_____
Grass and trash	_____	_____	_____
Outside electrical outlets must be G.F.C.I.	_____	_____	_____
15. Porches/Decks/Outside House			
Floors, railings & downspouts	_____	_____	_____
Hand railings on porch/decks steps	_____	_____	_____
Electrical outlets and fixtures (G.F.C.I.)	_____	_____	_____
Screens, doors, walls, ceilings & gutters	_____	_____	_____
16. Garages			
G.F.C.I. receptacles	_____	_____	_____
Fire resistant related door and walls required (if attached to house)	_____	_____	_____
Walls, ceiling & doors	_____	_____	_____
Lighting fixtures & panel	_____	_____	_____
Windows and screens	_____	_____	_____
Abandoned vehicles are removed	_____	_____	_____
Roof may need certification	_____	_____	_____
Smoke detector (heated garage)	_____	_____	_____
17. Attic			
Electrical outlets and fixtures	_____	_____	_____
Fan	_____	_____	_____
Hand railing	_____	_____	_____
Walls and ceiling	_____	_____	_____

INSTRUCTIONS/GUIDELINES

CERTIFICATE OF CONTINUED OCCUPANCY

The following **must** be provided before a certificate of continued occupancy will be issued:

Water Test

NJDEP & Federal EPA Chemical Limits
NJDEP & Federal EPA Bacteriological Limits
NJDEP & Federal EPA Gross Alpha Limits
Not necessary if public water system

Septic Certification

Deleted

Not necessary if public sewer system

Chimney Certification

All fossil fuel systems

Fire Extinguisher

Attachment enclosed

2A10BC

Carbon Monoxide Alarms

Attachment enclosed

Near Bedrooms

Smoke Detectors

Attachment enclosed

Each Level

Electrical Panel Box Labeled

100 Amp service

A checklist is attached and is intended to be only a guide and in no way should be considered all-inclusive.

DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF FIRE SAFETY
MEMORANDUM

TO: ALL LOCAL ENFORCING AGENCIES
FROM: LOUIS KILMER, CHIEF - BUREAU OF FIRE CODE ENFORCEMENT
SUBJECT: REQUIREMENTS FOR FIRE EXTINGUISHERS IN ONE- AND TWO-FAMILY DWELLINGS
DATE: NOVEMBER 15, 2005

The Legislature amended and enacted P.L.1991, c. 92 (C.52:27D-198.1), requiring that all one- and two-family dwellings at a change of occupancy be provided with a portable fire extinguisher, in addition to the requirements for smoke and carbon monoxide detectors. This provision does not apply to seasonal rental units. This act was signed into law on April 14, 2005 with an effective date of November 1, 2005.

The regulations were recently made available for public comment. The comment period has ended and the final adoption of the regulations will appear in the New Jersey Register in the near future. The Division of Fire Safety is advising all local enforcing agencies to enforce the regulations, using the guidelines below.

The requirements for the type and placement of the extinguishers are as follows:

- 1) At least one portable fire extinguisher shall be installed in all one- and two-family dwellings (except seasonal rental units) upon change of occupancy;
- 2) The extinguisher shall be listed, labeled, charged, and operable;
- 3) The size shall be no smaller than 2A:10B:C, rated for residential use and weigh no more than 10lbs;
- 4) The hangers or brackets supplied by the manufacturer must be used;
- 5) The extinguisher must be located within 10 feet of the kitchen;
- 6) The top of the extinguisher must not be more than 5 feet above the floor;
- 7) The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items;
- 8) The extinguisher must be near a room exit or travel path that provides an escape route to the exterior;
- 9) The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher; and
- 10) Lastly, the extinguisher must be installed with the operating instructions clearly visible.

New fire extinguishers are not required to be serviced and tagged, as long as the seller or agent can provide proof of purchase or receipt.

Until the proposed regulations have been adopted, the statute should be cited for enforcement purposes. The correct citation is N.J.S.A. 52:27D-198.1.