

HADDON TOWNSHIP, NJ

10 - Reeve Avenue

Haddon Township, NJ 08108

Office: 856-833-6265 / Fax: 856-854-8773

RESIDENTIAL RESALE and/or TENANT CHANGE INSPECTION APPLICATION

****COC or TCC****

For Residential Inspections Only - *INTERIOR & EXTERIOR* READ CAREFULLY

The fee for said inspection will be \$150.00. A check or money order made payable to The Township of Haddon, NJ must accompany this form. Re-Inspection fee of \$25.00 will be collected for additional inspections, prior to re-inspection being scheduled. This fee is non-transferable. If the change does not occur within six (6) months a new application, fee & inspection will be required.

+++++

I understand that any change of ownership/occupancy including storage of personal property may not occur, prior to successful inspection & possession of a (CSDCMAC) Inspection. Furthermore, I understand that if there are any changes of ownership/occupancy including storage of personal property, without this required inspection, the owner will, shall or may be subject to a penalty of not less than \$100 or more than \$2,500 per occurrence N.J.A.C. 5:70-2.3

(14) Days Notice Required, less than (14) Days inspection fee \$\$\$ increases in conjunction with settlement date & receipt of application | **INSPECTIONS CONDUCTED ON MONDAY & WEDNESDAY ONLY**

Address of Inspection: _____

Settlement Date: _____ Block: _____ Lot: _____

Current Owner: _____ Owner Address: _____

Owner Contact: # _____ Email: _____ Date of Application: _____

Contact Name & # to Schedule Inspection: _____

+++++ Realty Co. _____ Realtor Name: _____

Realty Co. Address: _____ Realtor #/Email: _____

+++++ New Buyer(s) Name: _____

New Buyer(s) Current Address: _____

New Buyer(s) Contact #: _____ New Buyer(s) Email: _____

A Certificate of Compliance Inspection Certificate will only be issued when the premises inspected are consistent/in compliance with The Township of Haddon's Land Use and International Property Maintenance Code & NJUFC & International Fire Code - NJ Edition.*

*****FOR OFFICE USE ONLY*****

1st DATE OF INSPECTION _____ TIME OF INSPECTION _____

2nd DATE/RE-INSPECTION _____ TIME OF INSPECTION _____

DATE PAID: _____ CHECK No.# OR CASH: _____

Randall W. Teague, Mayor
Director of the Department of
Public Works, Parks, and Public Property

Ryan Linhart, Commissioner
Director of the Department of Revenue
& Finance

James Mulroy, Commissioner
Director of Public Safety
& Department of Public Affairs



Tele: (856) 854-1176
Fax: (856) 854-8773
Web: www.haddontwp.com

where community thrives

Acknowledgement & Understanding for (30) Day Temporary COC Request (Certificate of Compliance)

All requests are to be made to: Haddon Township Board of Commissioners, 10 Reeve Avenue, Haddon Township, NJ 08108. Completed requests can be **(mailed)** to the above-address, **(faxed to: 856-854-8773)**, **(emailed to: brichards@haddontwp.com)** or hand delivered. Requests will only be Reviewed once (1x) a month during the regularly scheduled Commission meeting (3rd Tuesday of each month @ 7 pm), unless otherwise noted.

The following is required to request a (30) Day Temporary (COC).

- ✓ A **notarized** letter from the buyer(s) with complete address of property stating that they are Requesting a **(30)** Day Temporary (COC) and are fully aware that **NO-OCCUPANCY** of the Property is permitted, until all deficiencies have been abated and a re-inspection and final (COC) has been issued by the Township & any/all other Haddon Township local, county or state requirements are satisfied. **The buyer must also print, sign & date the letter of request.**
- ✓ **Must indicate that Buyer(s):** Acknowledges that **(NO-OCCUPANCY AND/OR LIVE-IN)** of the property/premise is permitted, including moving in of furniture, appliances, personal effects, etc.
- ✓ **Must indicate that Buyer(s):** Have **(30)** days from date of issuance to correct all deficiencies as per Inspection Report **(or)** apply/submit/pay permit fees for UCC permit(s) and any/all other associated inspection fees for approval/issuance of COC. Also, submitting any/all paid contracts for required services/repairs to the property/premise to meet the Haddon Township IPMC requirements. **If this is not satisfied, settlement will have to be rescheduled/postponed until such time all deficiencies or documentation is submitted and reviewed.**
- ✓ **Buyer(s) must indicate that:** Requests for Temporary (COC) will automatically indicate/notify Haddon Township & any/all other applicable authorities that the property **does not meet the minimum requirements** of the Haddon Township IPMC & all parties involved are aware of this request and code deficiencies.
- ✓ **The Buyer(s) must also sign, print & date (this) request procedure form at the bottom of form & return for processing purposes. Signing of this form acknowledges that the Buyer(s) are/is responsible & assumes all responsibilities/liabilities of the property/premise to ensure the property/premise meets the minimum code requirements of the Haddon Township IPMC, as well as any/all other local, county & state requirements, including all repairs/corrections/violations, etc...are abated.**
- ✓ After **(30)** days from date of issuance of temporary (COC), if no re-inspection of the property/premise has been scheduled and/or a **final certificate of compliance (COC)** has been issued, **the matter will automatically be forwarded to the Haddon Township Municipal Court System.**

**Haddon Township, NJ
Certificate of Compliance
for:**

Residential Resale Requirements for One & Two Family Dwellings

Inspection Checklist:

House Numbers:

Numerical #'s Only, **contrasting color** from the house, at least 4" high, permanently affixed to the house & visible from the street for first responders (**FIRE, POLICE & EMS**) to identify immediately. No spelled/words, letters/lettering are approved, **# Only**.

Smoke Alarms: Cannot be more than ten (10) years old & must be (10) – year sealed battery/unit smoke alarms.

Smoke alarm(s) located on every level of dwelling.

Basement level alarm is located at base of stairs, on ceiling (not between joists).

Smoke alarms **MUST** be within 10 feet of ALL bedroom(s).

*Electric smoke alarms (hardwired-110v-120v **CANNOT** be replaced with battery operated alarms. **Cannot be older than ten (10) years old.**

***Any house equipped with a low voltage fire alarm system (installed by an alarm company) must have that system tested and approved by a certified alarm contractor prior to the Haddon Twp. Property Maintenance inspection date. A copy of the alarm certification provided by the alarm contractor must be presented to the HTPMO at the time of the inspection.**

*Electric smoke alarms, required to be installed by the building code, cannot be replaced with battery operated smoke alarms (NJAC 5:70 Section 104.1) & cannot be older than ten (10) years old.

Do NOT install smoke alarms in kitchens, bathrooms, near forced air ducts or furnaces/room, in the "dead air" space where the ceiling meets the wall, close to ceiling fans, in crawl spaces or unfinished attics.

Effective January 1, 2019 NJDCA requires 10-year sealed battery SMOKE ALARMS. So please ensure all detectors meet this requirement prior to inspection. Regardless of the age/condition of detectors currently installed, all detectors must be replaced with 10-year sealed battery detectors.

Carbon Monoxide Detector(s): Cannot be more than ten (10) years old.

- Located in the hallway, within 10 feet of ALL bedrooms.
- Installed as per the manufacturer's instructions
- Carbon monoxide alarm(s) are less than 10 years old and are operational.

Do NOT place alarms in electrical outlets that can be turned off by a switch.

Plug-in/Electric, sealed battery powered and hardwired (A/C) CO alarms are acceptable.

Fire Extinguisher:

- ABC - type, rated for residential use.
- No smaller than (5 lbs.) and no larger than (10 lbs.) 2A10BC.
- MOUNTED IN THE KITCHEN**, no higher than (5') feet from floor level (mounting permissible inside of a cabinet) as long as the fire extinguisher is located in the front of the cabinet and accessible.

***NOTE - New Fire Extinguishers are not required to be serviced & tagged, as long as the seller/agent can provide proof of purchase/receipt indicating that fire extinguisher is within (1) year of current inspection date of property.**

- OR -

If the seller/agent decides to utilize an existing fire extinguisher that is older than (1) year from current inspection date, then the fire extinguisher will be required to be (Inspected, Serviced & Tagged) for the current year to be approved for inspection. The service tag must be attached to fire extinguisher to be approved for inspection. This service must be conducted by a certified/licensed vendor who performs this service.

Door Locks:

All interior doors leading to the outside/egress shall have Thumb-Turn Style locks.

NO KEYED locks are approved or permitted on the egress side of the door(s). Either thumb turn style or Remove.

**THANK YOU FOR YOUR
UNDERSTANDING & COOPERATION**

SAFETY IS EVERYONE'S RESPONSIBILITY

TOWNSHIP of HADDON, NJ
OFFICE of CONSTRUCTION

EXTERIOR

- **House Number/Address** - 4" Arabic Numerals, **Contrasting Color** to House, Must be Visible From Street.
- **Gutters & Downspouts**, Roof-Secured Properly to House, Splash Block @ each Downspout
- **Guardrails**- Secure, Sturdy-Not Missing any Spindles on Porches, Decks, Landings-Steps/Open area(s) more than (30") above Ground Level.
- **Handrails**-Secure, Sturdy-Steps with (3) or more Risers (1-1/4"- 2- 5/8") to Diameter, (30"-38") inches high. No less than (1-1/2") inches between the handrail & the wall.
- **Concrete, Sidewalk, Driveway, Apron, ETC...**-Kept in proper State of Repair, Maintained free from hazardous conditions. (Level, Flat, No Cracks, Un-Even/Raised surfaces or Tripping Hazards). No ramping or patching, replacement only if leveling or other approved methods cannot be utilized, as per Inspector's order.
- **Ground Fault Receptacles**- (GFCI's) Test & Ensure they (Trip & Isolate Power)
- **Paint**-Good Condition, No Peeling & No untreated wood exposed
- **Siding**- Secure, and Painted if not Vinyl or Aluminum-No Missing Pieces or Sections
- **Yard**-Free of Trash, Debris, Grass Cut, Rubbish & Garbage - No Over Grown Weeds/Vines/Brush, ETC...
- **Soffit/Fascia**- Secure, Not Falling or Loose
- **Exterior Doors**- Open & Close with Ease, No excessive Force & Proper Weather Stripping. **No Keyed Locks on Egress Doors- Not Permitted-Thumb Turn Style- APPROVED**

INTERIOR

- **Interior**- kept clean, sanitary and maintained conditions. Pest/Infestation elimination.
- **Receptacles**-Secure in Electrical Boxes, Cover Plates & Working Properly
- **Switches**-Secure in Electrical Boxes, Cover Plates & Working Properly
- **Electrical Connections**-In Junction Boxes w/Covers/Plates/Secure & in Place

TOWNSHIP OF HADDON, NJ
OFFICE OF CONSTRUCTION

- **Ground Fault Receptacles (GFCI's)**- Test & Ensure they (Trip & Isolate Power)
- **Electrical Panel**- Cover Panel Installed & No Open Spaces/Blanks Installed, Circuits Labeled/Identified
- **Lighting**-All utility/mechanical rooms to have lighting, as well as all habitable rooms/spaces.
- **Faucets**- Work, Cold on Right, Hot on Left & Do Not Drip/Leak
- **Kitchen Sink**-Strainers in Drain, even if Garbage Disposal is/if installed & Garbage Disposal is Operating Properly. Cold on Right, Hot on Left. Do Not Drip/Leak and all caulking in place.
- **Stove/Range/Ovens**-Must have anti-tip device/attachment installed to prevent appliance from tipping over. (Floor Models)
- **Bathroom/Powder Room Sink**- Pop-Up Installed in Drain. Cold on Right, Hot on Left. Do Not Drip/Leak and all caulking in place.
- **Bathtub/Shower Drain**-Strainer in Place/Installed/ Cold on Right, Hot on Left. Do Not Drip/Leak and all caulking in place.
- **Sump Pump(s)**- Must be connected/plumbed & discharge to exterior away from dwelling. They CAN NOT be connected to the Sanitary Sewer!!!
- **Windows, Doors**- Screens to be installed, door hardware, closures-No Keyed-Locks, operable and maintained.
- **Attached Garage**- Wall(s) that touch living area must be sheet rocked & taped, if Wall(s) not sheet rocked to roof line or room above, then ceiling must be sheet rocked & taped.
- **HVAC**-Must be in working / operating condition.
- **Heater & Water Heater Venting**-Inclined towards the vent stack, (N/A) to forced vented units, plastic vent piped. **No Corroded/Rusted/Perforated Vent Piping/Stack/Exhaust**. In working condition/operation. Water heat to have bond/ground installed on hot & cold lines.
- **Floors**- to be maintained in sound condition and kept in good repair.
- **Gas Pipe**- Rigid Pipe w/flex line into Appliances, Drip Leg where required.

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- **HEATER-EMERGENCY SHUT-OFF SWITCH**-Must Have **RED** Plate Labeled (BURNER EMERGENCY SHUT-OFF SWITCH), **located at top of steps/stairs. OIL HEAT ONLY!!!**
- **Dryer Vent- Either Full Metal or Semi Rigid Metal Pipe.**(All Fuel Burning Appliances Must Vent Directly to Exterior). **NO FOIL or VINYL EXHAUST VENT/DUCT.**
- **Attics**-Only permitted to be utilized as originally designed & approved for at time of construction / occupancy. No changes/uses without approval from appropriate Official / Department.
- **Carbon Monoxide Detector(s)**- Must be Installed with-in (10') feet of all Sleeping Areas. Either Battery or Electric Operated. **Cannot be more than ten (10) years old & 10 -year sealed battery.**
- **Smoke Detector(s)**-Must be Installed on each Level (Basement,1st Floor, 2nd Floor, ETC...) Not needed in Attic if unfinished and cannot be utilized as a Living Space. **Note:** If Dwelling was Constructed/Built with Hardwire (110v) S/D's they must be Maintained & Can Not be Substituted with Battery Operated S/D's in place of Hardwire S/D's. **Cannot be more than ten (10) years old & 10-year sealed battery.**
- **Fire Extinguisher-(ABC) Type/Rating** between (5-10 lbs.) Mounted no higher than (5') feet from Floor, on Wall Leading to Exit and/or can be mounted inside of the front of the cabinet, as long as it is easily accessible. (Fire Extinguishers must be either new with proof of purchase/receipt within (1) year of current inspection date or an existing fire extinguisher must be **(Inspected, Serviced & Tagged)** for the current year, with current inspection tag affixed to fire extinguisher to be approved.
- **Bathroom Ventilation**- Must have Working/Operable Window(s) and/or Exhaust Vent Fan.
- **Exterior Door(s) Deadbolt**-Shall Only Have a Thumb-Turn Style Lock, **No KEYED Locks Permitted on Egress Side of Doors.**
- **Pool**-Maintained in a Clean & Sanitary Condition. Barriers Maintained in Good Condition. Gate shall be Self Closing & Self Latching, with a Fence/Barrier of (5') -(6') High. Additional requirements required, review checklist pool packet.
- **PERMITTED WORK:** Any work requiring a PERMIT, HAD A PERMIT or was Complete & FINAL INSPECTION(S) had been completed with a

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OFFICE of CONSTRUCTION

CERTIFICATE of APPROVAL issued. (i.e. Heater, Water Heater, Finished Basement, Garage Conversion, Roof, Siding, Deck).

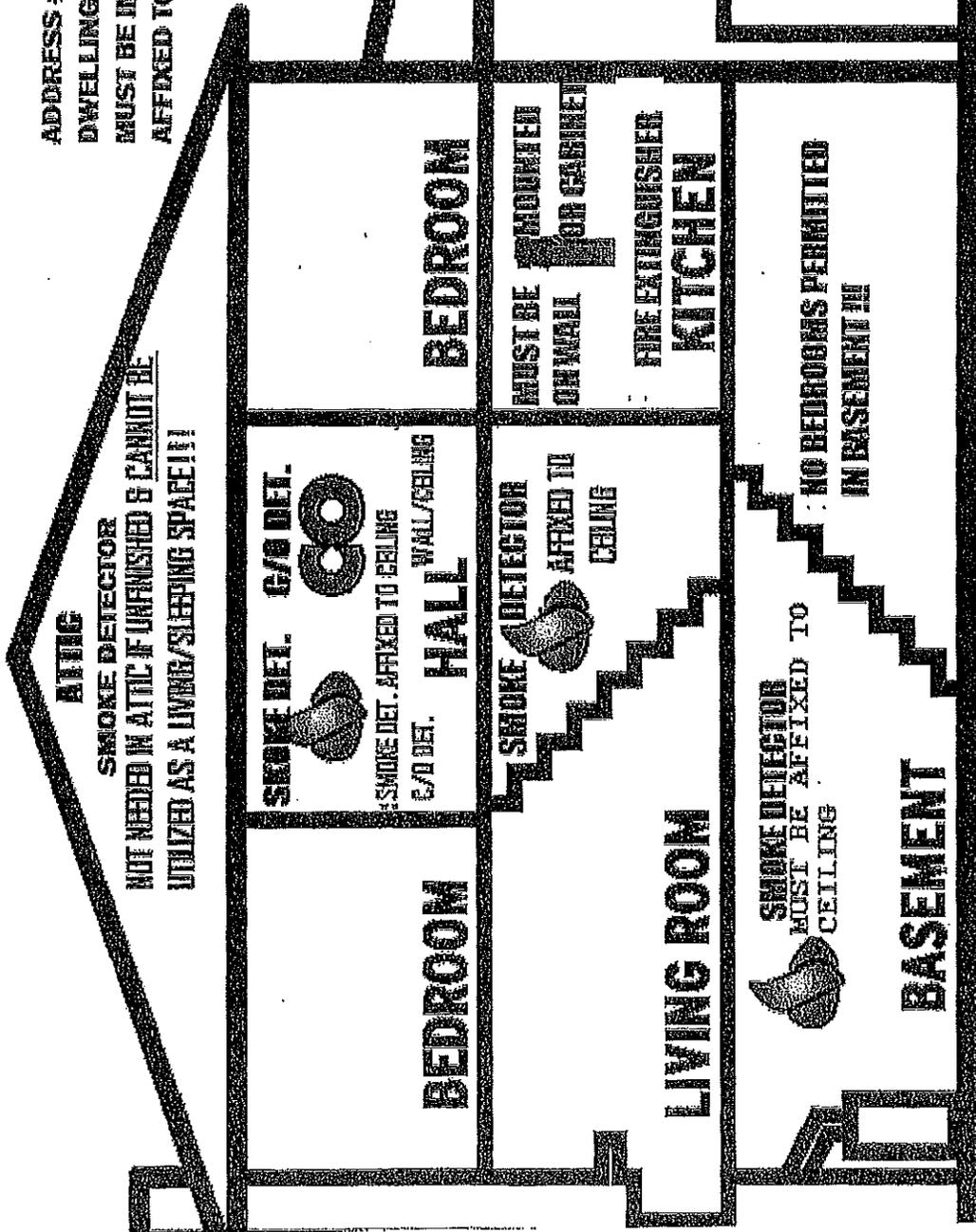
- **Accessory Structures**-Detached Garages, Sheds, Walls & Fences must be Kept in a Good State of Repair & Maintained.
- **THIS PARTIAL CHECKLIST IS TO BE USED AS A CONVIENENCE/GUIDE LIST & IS NOT ALL INCLUSIVE OF ALL FAILURE POINTS. IT COVERS THE MOST COMMONLY APPEARING/CITED FAILURE POINTS/AREAS.**
- IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT FAILURE POINTS, PLEASE CONTACT THE CODE OFFICIAL'S OFFICE @ 856-854-1176 Ext. # 6265

COLOR CODE:
(UNDERGROUND UTILITY LINES)

| | | |
|---|--------------|---------------------------|
|  | ORANGE | ELECTRIC |
|  | YELLOW | GAS,OIL,STEAM |
|  | LIGHT ORANGE | COMMUNICATION/CATV |
|  | BLUE | WATER |
|  | GREEN | SEWER |
|  | PURPLE | TEMPORARY SURVEY/MARKINGS |
|  | WHITE | PROPOSED EXCAVATION |

MUNICIPALITY OF HADDON, NJ - OFFICE OF CONSTRUCTION & FIRE INSPECTION
 REQUIREMENTS FOR SMOKE DETECTOR, CARBON MONOXIDE DETECTOR & FIRE EXTINGUISHER COMPLIANCE

ADDRESS # MUST BE AFFIXED TO FRONT OF THE DWELLING, 4" MINIMUM NUMERICAL CHARACTERS & MUST BE IN CONTRASTING COLOR TO SURFACE BEING AFFIXED TO & VISIBLE FROM STREET.



 **Smoke Alarm**  **Fire Extinguisher**

 **Carbon Monoxide Alarm** **# ADDRESS**