



**HADDON TOWNSHIP**  
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 "Township of Haddon" 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.

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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 increase 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: \_\_\_\_\_

Year Built: \_\_\_\_\_ Rental: Yes or No # of tenants: \_\_\_\_\_ (Lead base paint inspection fee \$100 for rentals) Is the property registered with the Township? Yes or No

Contact Name & # to Schedule Inspection: \_\_\_\_\_

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Realty Co. \_\_\_\_\_ Realtor Name: \_\_\_\_\_

Realty Co. Address: \_\_\_\_\_ Realtor #/Email: \_\_\_\_\_

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New Buyer(s) Name: \_\_\_\_\_

New Buyer(s) Current Address: \_\_\_\_\_

New Buyer(s) Contact #: \_\_\_\_\_ New Buyer(s) Email: \_\_\_\_\_

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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: \_\_\_\_\_

**Section 4:** Chapter 111 of the Code of the Township of Haddon, entitled “fees”, is hereby amended, revised and supplemented by adding new Subsections 42 and 43 as follows:

**§111-42 Fees for Certificate of Compliance (COC) and Temporary Certificates of Compliance (TCOC) from Chapter 186.**

- A. The fees for application and issuance of a COC or a first TCOC shall be as follows:
  - (1) For COC applications submitted more than 14 days prior to the date change of ownership occurs or the date of change of occupancy, the fee is \$150
  - (2) For COC applications submitted more than 7 days but less than 14 days prior to the date of change of ownership occurs or the date of change of occupancy, the fee is \$175.
  - (3) For COC applications submitted more than 4 days but less than 7 days prior to the date of change of ownership occurs or the date of change of occupancy, the fee is \$200.
  - (4) For COC applications submitted less than 4 days prior to the date of change of ownership occurs or the date of change of occupancy, the fee is \$225.
  - (5) For COC applications submitted after the date change of ownership occurs or the date of change of occupancy, the fee is \$250.
  
- B. The following additional fees shall be paid upon re-inspection of a property after the issuance of a TCOC:
  - (1) The fee for the first re-inspection after issuance of a TCOC is \$25.
  - (2) The fee for the second re-inspection after issuance of a TCOC is \$50.
  - (3) The fee for the third re-inspection after issuance of a TCOC is \$75.
  - (4) The fee for a fourth or subsequent re-inspection after issuance of a TCOC is \$100 for each such re-inspection.

**2022-23 LEAD-BASED PAINT METHODOLOGY PURSUANT TO P.L.2021, c.182**

\$100 fee if inspection is completed by Township of Haddon Inspector

DCA Municode	Census FIPS	Municipality	County	Methodology
0416	3400728740	Haddon Township	Camden	Visual Inspection

For more information refer to the New Jersey Department of Community Affairs, Division of Codes and Standards (Revised September 7, 2022 -Version 2), Guide to Lead-Based Paint in Rental Dwellings.

**Haddon Township, NJ  
Code Enforcement**

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 (WHERE APPROVED FOR USE).**

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

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 where approved by use.

**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** - rated for residential use.

Must be between **(2 ½) & (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 and date on fire extinguisher 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 doors leading/exiting 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  
CODE ENFORCEMENT

**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**

- **Homes constructed prior to 1978 and that are Rental Properties must comply with NJ – Lead Based Paint Law P.L. 2021, c.182.** (Please refer to NJDCA-division of codes & standards for further details.
- **Interior-** kept clean, sanitary and maintained conditions. Pest/Infestation elimination.

TOWNSHIP of HADDON, NJ  
CODE ENFORCEMENT

- **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
- **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!!!
- **Water Meter** must be installed/connected and accessible.
- **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**

TOWNSHIP of HADDON, NJ  
CODE ENFORCEMENT

Piping/Stack/Exhaust. In working condition/operation. Water heat to have bond/ground installed on hot & cold lines.


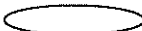





- **Floors-** to be maintained in sound condition and kept in good repair.
- **Gas Pipe-** Rigid Pipe w/flex line into Appliances, Drip Leg where required.
- **HEATER-EMERGENCY SHUT-OFF SWITCH**-Must Have **RED** Plate Labeled (BURNER EMERGENCY SHUT-OFF SWITCH), **located at top of steps/stairs. OIL 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.**
- **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/units are required where approved.**
- **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.**



TOWNSHIP of HADDON, NJ  
CODE ENFORCEMENT

- **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.
- **UCC - PERMITTED WORK:** Any work requiring a PERMIT, HAD A PERMIT or was Complete & FINAL INSPECTION(S) had been completed with a 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	<b>ELECTRIC</b>
	YELLOW	<b>GAS,OIL,STEAM</b>
	LIGHT ORANGE	<b>COMMUNICATION/CATV</b>
	BLUE	<b>WATER</b>
	GREEN	<b>SEWER</b>
	PURPLE	<b>TEMPORARY SURVEY/MARKINGS</b>
	WHITE	<b>PROPOSED EXCAVATION</b>



where community thrives

## **NOTICE FOR ALL RE-SALES AND TENTANT CHANGES**

**A Residential Property Inspection MUST be completed and a COC or Temporary COC MUST be issued PRIOR to closing per Township of Haddon Municipal Code Chapter 186-6 Article 3B.**

**If a COC or Temp COC is not issued prior to closing, a \$2,000 per day fine will be issued to the buyer, seller and realtors.**