



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****

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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 MONDAYS & WEDNESDAYS ONLY**

Address of Inspection: _____ Unit: _____

Settlement or Tenant Change Date: _____ Block: _____ Lot: _____

Current Owner Name: _____

Owner Contact: # _____ Email: _____

Check One: _____ Single Family _____ Duplex _____ Twin _____ Apartment

Rentals only:

Year Built: _____ # of tenants: _____ Lead Inspection: _____ HT or _____ Private

*Lead base paint inspection fee \$100 if HT does inspection (visual only).

* Lead base paint inspection fee \$20 if done by private company and report will need to be submitted.

Is the property registered as a rental with the Township? Yes or No (must completed landlord reg.)

Contact Name & # to Schedule Inspection: _____
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Realty Co. _____ Realtor Name: _____

Realtor #/Email: _____
+++++
+++++
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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: _____

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

The **fee** for said inspection can be found below. 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.

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, New Jersey 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 to identify immediately. **No** spelled words, **#'s Only**. May **NOT** be on doors or mailboxes.

Smoke Alarms:

Cannot be more than ten (10) years old & must be (10) – year sealed battery/unit s

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.**

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.

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.

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).

EXTERIOR

- **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.
- **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 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.
- **Bathroom Ventilation-** Must have Working/Operable Window(s) and/or Exhaust Vent Fan.

- **Pool**-Maintained in a Clean & Sanitary Condition. Barriers Maintained in Good Condition. Gate shall be Self Closing & Self Latching swinging outward, 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 @ 856-833-6276**

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 \$2,500 fine may be issued to the buyer, seller and realtors.