



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) Business Days' Notice Required, less than (14) Business 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 business 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 business days but less than 13 business 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 business days but less than 6 business 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 business 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.
- **It is the buyers, sellers, renter's responsibility to ensure all HVAC/Mechanical appliances are operational.**
- **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.****