



CERTIFICATE OF OCCUPANCY APPLICATION REPORT

EDGEWATER PARK TOWNSHIP
400 Delanco Road, Edgewater Park, NJ 08010
P# 609-877-2050 ext. 314
code-enforcement@edgewaterpark-nj.com

PROPERTY TO BE INSPECTED: _____ Edgewater Park Township, NJ 08010

APARTMENT COMPLEX: _____

CITY: Edgewater Park Township STATE: New Jersey ZIP: 08010

BLOCK: _____ LOT: _____ QUALIFIER: _____

SELECT THAT APPLIES: SELLER | OWNER | IN ESTATE OF

NAME: _____ PHONE #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

REPRESENTATIVE or AGENT: _____ PHONE #: _____

OWNER AGENT E-MAIL: _____

SELECT THAT APPLIES: BUYER | TENANT

NAME: _____ PHONE #: _____

REPRESENTATIVE or AGENT: _____ PHONE #: _____

BUYER AGENT E-MAIL: _____

OTHER OCCUPANTS NAME: _____

NAME: _____

NAME: _____

SCHOOL AGE OCCUPANTS NAME: _____ DATE OF BIRTH: _____

NAME: _____ DATE OF BIRTH: _____

NAME: _____ DATE OF BIRTH: _____

PETS/QUANTITY: () DOGS | () CATS | () OTHERS *specify:*

TYPE OF INSPECTION REQUESTED

ANNUAL RENTAL/NEW TENANT (APT/CONDO/HOUSE) + 1 re-inspection FEE: \$100.00

RE-SALE INSPECTION + 1 re-inspection FEE: \$120.00

EVERY ADDITIONAL RE-INSPECTION for a temporary/expired C/O FEE: \$50.00

(Check, money order or cash only... no credit card or online payment available)

PLEASE SELECT: REQUESTING INSP. DATE _____ SETTLEMENT / MOVE-IN DATE: _____

LOCK BOX
CODE:

(Please call or email to reserve inspection date & time if you do not enter it above: 609-877-2050 x314 or code-enforcement@edgewaterpark-nj.com)

[Inspection Times: Mondays thru Thursdays 9am- 4pm; Fridays 9am-Noon] If a Re-Sale falls through, Seller must notify this office to cancel the C.O.

*A Blue Recycling Cart MUST be present on the premises at time of inspection, shall remain on the property, and shall NOT be removed from the premises.

TOWNSHIP OFFICIAL USE ONLY

DATE SUBMITTED: _____

RE-INSP 1 | No fee: _____

OPEN CONSTRUCTION
PERMITS:

INSPECTION DATE: _____

RE-INSP 2 | \$50.00: _____

INSPECTION TIME: _____

Receipt #: _____

CASH | CHECK | M/O #: _____

RE-INSP 3 | \$50.00: _____

RECEIPT #: _____

Receipt #: _____



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Property Maintenance | Certificate of Occupancy Checklist

**Items are not limited to this list.*

EXTERIOR

- All exterior walls shall be free of holes, breaks, loose, or rotting materials; and maintained weatherproof and properly surface-coated where required to prevent deterioration.
- House numbers: each dwelling must have a house number displayed in a position easily observed and readable from the public right-of-way. All numbers shall be at least three (3) inches high.
- Yards all grass and weeds must be properly maintained.
- All accessory structures, including detached garages, fences, and walls, shall be maintained structurally sound and in good repair.
- All driveways and sidewalks must be level with no excessive deterioration or tripping hazards. Small cracks are acceptable.
- No excessive cracks or holes in footings or foundation walls.
- All landings or porches 30" in height must have a rail around the entire area, with intermediate rails, spaced a maximum of 4" between, no less than 30" in height.
- Roof must be sound, tight, and not have defects, which may admit rain. A roofing certification may be required.
- Where rain gutters are present, they must be in good repair.
- No broken, missing, or cracked glass.
- Window and door glass must be properly glazed, (putty around glass) and weather tight.
- All stairways, decks, porches, and balconies shall be maintained structurally sound.
- Double key dead bolt lock on egress doors is not permissible. A thumb latch or turnstile must be installed on the interior or modify the key so it cannot be removed from the interior while in the locked position.
- Yards with swimming pools must have a fence with self-closing, self-latching gates that swing out. Minimum height 48" with latch at top. Six feet for in-ground pools.
- Swimming pools must not contain any stagnate water that will create a place for mosquitoes to breed.
- All utilities must be on at the time of inspection.
- A smoke detector is required on each level of the premises. On levels where bedrooms exist, detectors must be located within 10' outside of the sleeping area. Smoke detectors may be battery operated (only sealed types permitted), unless hardwired already exist.
- A carbon monoxide detector is required on all levels where bedrooms are located, for rental units and homes.
- Excessive, peeling paint, cracked or loose plaster, or decayed wood and other excessive, defective, or unsanitary surface conditions shall be eliminated. (Freshly painted for each new tenant)
- Premises must be free of insect infestation. Inspections for termite infestation or damages are not the responsibility of the Township Inspector.
- All windows and doors, other than a fixed window, shall be capable of being easily opened and shall be held in position by window or door hardware, etc.
- 2A-10B:C approved fire extinguishers must be within 10 feet of the kitchen, mounted on the wall.
- Range/stove must have anti-tip device.

ELECTRICAL

- All electrical must be free of hazards. An electrical certification may be required.
- No extension cord type wiring is permitted.
- No exposed taped electrical connections are permitted, all connections must be an approved junction box with a cover.
- All electrical outlets, switches and junction boxes must have proper covers installed.
- All lighting fixtures, outlets and switches must be properly secured to the house.
- All outlets on kitchen counters & in bathrooms must be GFCI type / protected.

PLUMBING

- Plumbing fixtures may not have any leaks. A plumbing certification may be required.
- All drains shall be free of holes or leaks and lines may not be connected or sealed with tape, caulking, etc.
- All water lines, spigots and valves must be free of leaks and be in proper working order.
- Toilets must flush properly and be free of leaks.
- Bathtub and shower areas must be watertight. (Tiles, caulking, etc.)
- Heat must be supplied to all habitable rooms. A heating certification may be required.
- Water heater must have bonding strap and pressure relief valve overflow needs to extend 6" off the floor.