

**BOROUGH OF NATIONAL PARK
APPLICATION FOR A CERTIFICATE OF OCCUPANCY
FOR CHANGE OF OCCUPANCY**

ADDRESS OF PROPERTY FOR INSPECTION

BLOCK _____ LOT _____ VACANT _____ YES _____ NO _____

CURRENT OWNER

NAME _____ ADDRESS _____ TELEPHONE # _____
PROSPECTIVE BUYER/TENANT

NAME _____ ADDRESS _____ TELEPHONE # _____
AGENT

FOR OWNER _____ FOR BUYER _____

LISTING FOR OWNER _____ DATE PROPERTY WAS LISTED _____

TYPE OF PROPERTY

_____ Single Family _____ Duplex _____ 3/+ Units _____ Commercial ***

*** Other than residential, intended use _____

CHECK AS APPROPRIATE

_____ Bedrooms#	_____ Bath#	_____ Kitchen	_____ Attic
_____ Living Room	_____ Dining Room	_____ Porch	_____ Den
_____ Family Room	_____ Halls#	_____ Garage	_____ Patio
_____ Basement	_____ Storage Building	_____ Fence	
_____ Pool _____ In Ground	_____ Above Ground	_____ Other _____	

_____ Date

_____ Authorized Signature(s)

The Application is not complete until the owner/agent contacts the Inspections Department to schedule the inspection or re-inspection. This dwelling is not to be occupied until a certificate of occupancy is issued by the Housing Inspector of the Borough of National Park.

CALL 856-845-3891 TO SCHEDULE AN INSPECTION

OFFICE USE ONLY

INSPECTION FEE

RECEIVED BY

DATE RECEIVED

RE-INSPECTION ONLY:

RE-INSPECTION FEE

**\$35.00 EACH ADDITIONAL
RE-INSPECTION (per unit)**

RECEIVED BY

DATE RECEIVED

LICENSE NUMBER _____

OCCUPANCY LOAD _____

DATE OF INSPECTION _____

TIME OF INSPECTION _____

SPECIAL CONCERNS:

ATTENTION:

All Realtors, Landlords, Apartment Managers, Sellers of Real Estate

Effective January 1, 2019

The following will be required:

Change of occupancy inspection for all structures:

- (a)** In one- and two-family or attached single family dwellings subject to the requirements of N.J.A.C. 5:70-2.3, smoke alarms shall be installed as follows:

 - 1.** On each level of the premises; and
 - 2.** Outside each separate sleeping area.

- (b)** The alarms shall be located and maintained in accordance with NFPA 72

 - 1.** The alarms shall not be required to be interconnected unless required by the Uniform Construction Code (original construction or rehabilitation project).

- (c)** Ten-year sealed battery-powered single station smoke alarms (can be CO detector / combo) shall be installed and shall be listed in accordance with ANSI/UI 217, incorporated herein by reference. However, A/C – powered single or multiple – station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery-powered smoke alarms.

 - 1.** A/C – powered smoke alarms shall be accepted as meeting the requirements of this section.

- (d)** Carbon monoxide alarms shall be installed in all dwelling units in buildings in one – and two-family or attached single family dwellings, except for units in buildings that do not contain a fuel-burning device or have an attached garage, as follows:

 - 1.** Single station carbon monoxide alarms shall be installed and maintained in the immediate vicinity of the sleeping area(s).
 - 2.** Carbon monoxide alarms may be battery-operated, hard-wired or of the plug-in type and shall be listed and labeled in accordance with UL-2034 and shall be installed in accordance with the requirements of this section and NFPA-720 (MFG shelf life 7 years)

- (e)** A portable fire extinguisher shall be installed in accordance with the following:

 - 1.** The extinguisher shall be within 10 feet of the kitchen and located in the path of egress

2. The extinguisher shall be readily accessible and not obstructed from view (**not mounted inside a cabinet**):

3. The extinguisher shall be mounted using the manufacturer's hanging bracket so the operating instructions are clearly visible;

4. The extinguisher shall be an approved listed and labeled type with a minimum rating of 2A-10B:C and no more than 10 pounds; (3 m more apartments may be 1A-10B:C)

5. The owner's manual or written operations instructions shall be provided during the inspection and left for the new occupant;

6. The extinguisher shall be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or the seller must have a receipt for a recently purchased extinguisher and

7. The top of the extinguisher shall not be more than five feet above the floor.

BOROUGH OF NATIONAL PARK
7 S. GROVE AVE.
NATIONAL PARK, NEW JERSEY 08063
856-845-3891

APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR CHANGE OF OCCUPANCY

A Certificate of Occupancy is required in the Borough of National Park **every** time a residential property changes occupants.

The following checklist is provided as a **guideline** for items that must be completed at the time of the housing inspection in order to obtain a Certificate of Occupancy. Please note that there are situations that may not be covered in the list, but may be listed as a violation at the time of inspection if they affect the public's health, safety or welfare.

The inspection is a general inspection. The Borough does not guarantee that the premises inspected are free from latent defects; nor is the Borough liable for damages or injury caused to any person as the result of any violation not reported herein.

APPLICATION

1. An application for inspection must be completely filled out and submitted to the Inspection Office in the Borough of National Park
2. A \$50.00 (per unit) fee must accompany the application for inspections. This fee must be either cash or check.
3. Re-inspections will require an additional fee of \$35.00 (per unit) and a completed application form. NOTE: If more than two inspections are required, the \$35.00 fee shall be charged for each subsequent inspection.
4. All applications and fees must be submitted to the Inspection Office. **No fees or applications will be accepted by inspectors in the field.**
5. No inspection or re-inspection will be scheduled without a completed application or without the fee paid in full.
6. The owner or agent must contact the Inspection Office to set up an inspection or re-inspection.

Because of scheduling and processing time, you need to apply for an inspection a minimum of three weeks prior to occupancy. It is suggested that you apply for a Certificate of Occupancy

when the house is listed so that you can avoid scheduling problems and complete the repair list so that you realize the true value of the property once the repairs are completed.

CALL THE BOROUGH HALL AT 856-845-3891 TO SCHEDULE AN INSPECTION

EXTERIOR

All exterior walls shall be free of holes, breaks, loose or rotting material; and maintain weatherproof and property 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 3 inches high.

Yards – all grass and weeds must be properly maintained.

All accessory structures, including detached garages, fences and walls, shall be maintained, be 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 inches in height must have a railing around the entire area, with intermediate rails spaced a maximum of 4 inches between, no less than 30 inches in height.

Roof must be sound, tight and not have any defects which may admit rain. A roofing certification may be required.

Chimney must be sound. A chimney certification may be required.

No broken, missing or cracked glass.

All stairways, decks, porches or balconies must be structurally sound.

Double key dead bolt lock on main door 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. All other doors may have dead bolt locks.

Yards with swimming pools must have a fence with self-latching gates that swing out. Minimum height 48 inches with latch at top. 6 feet for in ground pools.

Swimming pools must not contain any stagnant water that will create a place for mosquitoes to breed.

INTERIOR

All utilities must be on at the time of the inspection.

All mechanical equipment must be installed properly and be in proper working order (stoves, exhaust fans, sump pumps, garbage disposals, etc.)

Excessive peeling paint, cracked or loose plaster or decayed wood and other excessive defective or unsanitary surfaces conditions shall be eliminated.

All stairs of 5 or more steps must have a handrail 30 inches to 38 inches high.

All supporting members must be structurally sound (floors, walls, ceilings, roof members, etc.) A structural certification may be required.

Every room shall have at least 1 operable window with an insect screen.

Every window, other than a fixed window, shall be capable of being easily opened and shall be held in position by window hardware. (sash cords, spring clips, etc.)

Premises must be free of insect infestation. Inspections for termite infestation or termite damage **are not** the responsibility of the Borough inspector.

Woodstoves, fireplaces, fireplace inserts, etc. must be installed and maintained in a safe working condition.

ELECTRICAL

All electric 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 in an approved junction box with a cover.

All electrical outlets, switches and junction boxes must have proper covers installed.

Every room shall contain at least 2 outlets. Bathrooms shall contain at least one outlet.

Service wire to the house must be in sound condition. All lighting fixtures, outlets and switches must be properly secured to the house.

GFCI protection must be supplied to all swimming pools.

GFCI protection must be on all 125 volt receptacles at any location within 6 feet of a sink in a bathroom, kitchen countertop, unfinished portions of the basement, laundry area and all outside receptacles.

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.

Bathtub and shower areas must be water tight. (tiles, caulking, etc.)

Heat must be supplied to all habitable rooms. A heating certification may be required.

Flue pipes and vents connected to chimneys must be free of leaks and sealed properly entering the chimney.

Hot water heaters and heating boilers must be properly installed with a pressure relief valve with an extension pipe installed and terminating within 6 inches of the floor or onto an approved indirect waste.

PLEASE NOTE

1. All repairs must be done in workmanlike manner
2. All handrails, new and existing, must be adequately secured as to withstand normal loads.
3. Ordinary repairs do not require construction permits, if any permits are required it will be noted on the individual repair list.
4. Any wood materials installed on the exterior, in direct contact with concrete or earth must be pressure treated lumber.
5. The Borough does not inspect air conditioning.
6. The Borough does not inspect the condition of any swimming pools, Jacuzzis, hot tubs or spas. The inspection performed is to assure safe electrical connections and required fencing and access only.
7. Termite inspections are regulated by the state. The Borough does not inspect for termite infestation, termite inspections are under the jurisdiction of licenses of New Jersey Exterminators.
8. National Park does not inspect for lead base paint