

**ELK TOWNSHIP
CERTIFICATE OF OCCUPANCY APPLICATION**

667 WHIG LANE ROAD MONROEVILLE, NJ 08343 (856) 881-6525 Ext18

FEE: \$50.00 (check payable to *Elk Township*)

This covers the 1st & 2nd inspection(s). Should a 3rd inspection be necessary, an additional fee of **\$30.00** will be charged prior to the inspection.

Date: / /

BLOCK: _____ LOT: _____ Address: _____

OWNER: _____ PHONE #: _____

ADDRESS: _____ REALTOR: _____

BUYER: _____ RENTOR: _____

CONTACT PERSON: _____ PHONE: _____

 **30 DAYS ADVANCE NOTICE - PRIOR TO SETTLEMENT OR
CHANGE OF OCCUPANCY - IS REQUIRED FOR CO INSPECTIONS.** 

[No special consideration for late applications. All are handled on a first come first served basis]

After the application is received, you will be contacted to set up a day and approximate time for the inspection. Inspections available each Mon & Wed in the P.M.



REQUIREMENTS FOR INSPECTIONS: CURRENT I.C.C. IPMC



1. Water test results for well.
2. Smoke detector required in each bedroom and every level of house. Smoke and CO detector required outside of bedrooms with-in 10' of bedrooms. (Sec.704.2)
3. General condition of the interior of the building. (Sec. 305)
4. General condition of the exterior of the building and grounds. (Sec. 302)
5. General condition of accessory buildings, (sheds, barns, garages, etc.) (Sec. 302.7)
6. Condition of roofing, siding and trim.
7. Window glass and screens and all doors, interior and exterior.
8. Condition of pipes and traps under sinks and lavatories.
9. General condition of heater and water heater.
10. Condition of chimney(s). Solid fuel burning appliances, i.e. fireplace, wood burning stoves, etc., will be required to provide an approved chimney certification.
11. A fire extinguisher is required to be mounted in the kitchen [5lb ABC type].
12. All receptacles with-in 6' of water in kitchens, bathrooms and laundry must be GFIC.
13. Property is required to be properly identified with house numbers (4" Reflective Minimum).
14. Recycle Container is required to be on premises.
15. No open construction permits

****Note: Cesspools, as of June 2, 2012, are no longer acceptable {NJAC 7:9A Regarding Cesspools & Inspections for Property Transfers}***

A Certificate of Occupancy will only be issued when all the requirements are met and the property passes inspection to the satisfaction of the Elk Township Housing Official.



CO is valid for 3 months if property is occupied, 6 months if not.



Thank you for your co-operation.

Anthony A Dariano, CFM, Elk Township Housing Official

Approved _____ Not Approved: _____, _____

*Revised, March 2013

ELK TOWNSHIP

CERTIFICATE OF OCCUPANCY INSPECTION

667 WHIG LANE ROAD MONROEVILLE, NJ 08343 (856) 881-6525 Ext18

BLOCK: _____ LOT: _____ Approved Not Approved Date: / /

ADDRESS: _____

CONTACT PERSON: _____ PHONE _____

INSPECTION CHECKLIST: CURRENT I.C.C. IPMC

- 1. Water test results for well.
- 2. Smoke detector required in each bedroom and every level of house.
- Smoke and CO detector required outside of bedrooms with-in 10' of bedrooms.
- 3. General condition of the interior of the building.
- 4. General condition of the exterior of the building and grounds.
- 5. General condition of accessory buildings, (sheds, barns, garages, etc.)
- 6. Condition of roofing, siding and trim.
- 7. Window glass and screens and all doors, interior and exterior.
- 8. Condition of pipes and traps under sinks and lavatories.
- 9. General condition of heater and water heater.
- 10. Condition of chimney(s). Solid fuel burning appliances, i.e. fireplace, wood burning stoves, etc., will be required to provide an approved chimney certification.
- 11. A fire extinguisher is required to be mounted in the kitchen [5 lb ABC type].
- 12. All receptacles with-in 6' of water in kitchens, bathrooms and laundry must be GFC.
- 13. Property properly identified.
- 14. Recycle Container on premises.
- 15. No open Construction permits

*NOTE: Cesspool: Yes _____ No _____

A Certificate of Occupancy will only be issued when all the requirements are met and the property passes inspection to the satisfaction of the Elk Township Housing Official.

Thank You for your cooperation
See notes on back for inspection infractions.

Anthony A Dariano, CFM, Elk Township Housing Official