

**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

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OFFICE USE ONLY

_____ **INSPECTION FEE**
_____ **RECEIVED BY**
_____ **DATE RECEIVED**

RE-INSPECTION ONLY:

_____ **RE-INSPECTION FEE** **\$35.00 EACH ADDITIONAL**
_____ **RECEIVED BY** **RE-INSPECTION (per unit)**
_____ **DATE RECEIVED**

LICENSE NUMBER _____
OCCUPANCY LOAD _____
DATE OF INSPECTION _____
TIME OF INSPECTION _____

SPECIAL CONCERNS:

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 on 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 inspection.
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 sequential 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 BOROUGH HALL AT 856-845-3891 TO SCHEDULE AN INSPECTION

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 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" 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.

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-closing, self-latching gates that swing out. Minimum height 48" with latch at top. Six foot 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 inspection.

A smoke detector is required on each level of the premises. On levels where bedrooms exist, detectors must be located outside of the sleeping area. Smoke detectors may be battery operated.

A carbon monoxide detector is required outside of the sleeping area. The carbon monoxide detector may be battery operated.

A fire extinguisher must be provided to the following specifications:

1. The extinguisher must be rated for residential use consisting of an A:B:C type;
2. No larger than a 10 pound rated extinguisher;
3. Mounted within 10 feet of the kitchen area, unless otherwise permitted by the enforcing agency.

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 surface conditions shall be eliminated.

All stairs of five (5) or more steps must have a handrail 30" to 38" 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 one (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 cover.

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

Every room shall contain at least two 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.

G.F.C.I. protection must be supplied to all swimming pools.

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 where 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" of the floor or onto an approved indirect waste.

A satisfactory lab report is required for drinking water where public water is not supplied.

PLEASE NOTE

1. All repairs must be done in workmanlike manner
2. All handrails, new or 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.