

**TOWNSHIP OF MULLICA  
CODE ENFORCEMENT OFFICE  
POST OFFICE BOX 317  
ELWOOD NEW JERSEY 08217  
(609) 561-7070**

**CERTIFICATE OF OCCUPANCY RENTAL APPLICATION**

Owner's Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Tenant's Name \_\_\_\_\_

**Building Information:**      **Block** \_\_\_\_\_      **Lot** \_\_\_\_\_

**Building Address** \_\_\_\_\_

**Heating:**       Gas       Electric       Oil       Propane

**Construction:**       Wood Frame       Masonry       Steel Frame       Basement       Garage

Pool      Sheds \_\_\_\_\_      Bedroom(s) \_\_\_\_\_      Bath(s) \_\_\_\_\_

**NOTE:**      The following information will be needed in order to process your Certificate of Occupancy:

1. Copy of an approved water test.
2. Copy of lease.

The fee of \$75.00 is due at time of application.

**IT IS THE RESPOSINBILITY OF THE OWNER TO ENSURE A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED BEFORE OCCUPANCY. APPLICATIONS MUST BE SUBMITTED AND AN INSPECTION DONE PRIOR TO OCCUPANCY OF DWELLING. PLEASE CONTACT (609) 561-7070 EXT. 17 FOR INSPECTION.**

**MULLICA TOWNSHIP OFFICE USE ONLY – DO NOT WRITE BELOW**

PAYMENT:    CASH \_\_\_\_\_      CHECK# \_\_\_\_\_      AMOUNT \_\_\_\_\_

DATE OF PAYMENT: \_\_\_\_\_      RECEIVED BY: \_\_\_\_\_

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GUIDELINE FOR MAINTENANCE CODE CERTIFICATE INSPECTION

ENVIRONMENTAL:

1. Sanitation – accumulation of rubbish and garbage.
2. Grading and drainage of property.
3. Insect and rodent harborage.

EXTERIOR OF STRUCTURE CONDITION:

1. Foundations – severe cracks or holes.
2. Exterior walls – rotten wood or holes, water penetration.
3. Exterior maintenance of structure – paint or siding.
4. Roofs – deteriorating shingles, leaks or dampness penetrating.
5. Drainage – gutters and drain pipes or proper roof slopes.
6. Stairs, landings, decks and railings – tight and sound.
7. Door hardware – exterior door hinges, locks and frame.
8. Exit doors – able to be operated easily.
9. Basement windows – protected against entry of rodents.

INTERIOR OF STRUCTURE CONDITION:

1. Structural members – floor joists to be structurally sound.
2. Interior stairs and railings – structurally sound and secure.
3. Floors – bathroom to be water proof, other floors to be sound.
4. Sanitation – clean and sanitary condition.
5. Insect and rodent harborage – in house, basement and crawl space.
6. Maintenance of interior – walls, ceilings counters, etc.
7. Kitchen must have a 10 pound ABC fire extinguisher.

SANITARY AND HEATING REQUIREMENTS:

1. Sanitary facilities – sinks, toilets, baths, etc.
2. Water heater – proper working order.
3. Heating facilities – proper working order.
4. Septic system – Proper certification.
5. Well – Laboratory certified.

LIGHTING AND VENTILATION:

1. Natural light – at least one window per habitable room.
2. Electrical outlets and wall switches – must be functional and have cover plates.
3. GFI – Kitchen and bathroom.
4. Ventilation – windows must be operable or other adequate venting.
5. Smoke detectors – must be functional – one (1) for each level.
6. Carbon monoxide detectors – must be functional – one (1) for each level within 10' of sleeping area.
7. Ceiling fixtures – must be properly attached or cover plates.

Note: Above requirements may be added to by discretion of inspector if applicable. Upon the discretion of the code inspector, a conditional Certificate of Occupancy may be granted with the provisions that the necessary minor violations be corrected within 90 days of the sale of the property.