

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

**CERTIFICATE OF OCCUPANCY APPLICATION**

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

Purchaser's Name \_\_\_\_\_

Date of Settlement \_\_\_\_\_

**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 approved water test and septic approval.
2. Copy of survey. If in the flood area, a copy of Elevation Certificate.
3. Certification stating electrical wiring system, heating system, including water heating equipment, have been properly maintained at the request of the Code Enforcement Officer.

The fee of \$75.00 is due at time of application. If a copy of a private home inspection is provided at time of application, the fee is \$25.00

**IT IS THE RESPOSINBILITY OF THE OWNER OR AGENT TO ENSURE A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED BEFORE OCCUPANCY. APPLICATIONS MUST BE SUBMITTED (AT A MINIMUM) 14 DAYS PRIOR TO SETTLEMENT DATE. PLEASE CONTACT (609) 561-7070 EXT. 17 FOR INSPECTION.**

<b>MULLICA TOWNSHIP OFFICE USE ONLY – DO NOT WRITE BELOW</b>		
PAYMENT: CASH _____	CHECK# _____	AMOUNT _____
DATE OF PAYMENT: _____	RECEIVED BY: _____	

TOWNSHIP OF MULLICA  
CODE ENFORCEMENT OFFICE  
(609) 561-7070 Ext. 133

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.

Date \_\_\_\_\_

RE: Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

This is to certify that, \_\_\_\_\_ owner or purchaser of building and premises located at \_\_\_\_\_ in the Township of Mullica, has full knowledge of the housing, electric, plumbing, fire and sanitary code violations against this property and promises to correct or abate said violations before, \_\_\_\_\_ 20\_\_\_\_.

Signed \_\_\_\_\_

Sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

(Seal of Notary)

Please sign and return to:

Code Enforcement Officer  
Township of Mullica  
PO Box 317  
Elwood, New Jersey 08217