

**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 RESPONSIBILITY 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.

MULLICA TOWNSHIP OFFICE USE ONLY – DO NOT WRITE BELOW

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 an *approved listed and labeled 2A-10 BC* fire extinguisher, *NOT* more than 10lbs.

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.

NAME
ADDRESS

PHONE #

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___. Septic and Water certifications will also be needed before a Certificate of Occupancy can be issued.

Signed _____

Print

Sworn to and subscribed before me
this _____ day of _____, 20__.

Notary Public

(Seal of Notary)

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