



Mullica Township
 PO Box 317 Elwood, NJ 08217
 609-561-7070 ext: 117
NERWIN@MULLICATOWNSHIP.ORG

RESALE APPLICATION FOR EXISITING STRUCTURE
CERTIFICATE OF OCCUPANCY

INSPECTION # _____

DATE: _____ LOCK BOX # _____

INSPECTION ADDRESS: _____ BLOCK: _____ LOT: _____

OWNER NAME: _____ BUYER NAME: _____

ADDRESS: _____ ADDRESS: _____

CITY: _____ CITY: _____

STATE/ZIP: _____ STATE/ZIP: _____

PHONE: _____ PHONE: _____

EMAIL: _____ EMAIL: _____

AGENT INFORMATION: _____

HEATING: GAS ELECTRIC OIL PROPANE

CONSTRUCTION: WOOD FRAME MASONARY STEEL FRAME BASEMENT GARAGE

POOL _____ SHEDS _____ BEDROOM(S) _____ BATHS(S)

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 PRIVATE INSPECTION REPORT
3. COPY OF SURVEY, IF IN FLOOD AREA COPY OF ELEVATION CERTIFICATE

FEE: \$75.00
FEE: \$25.00 with inspection report

FOR TOWNSHIP OFFICIAL: DO NOT WRITE BELOW

PAYMENT: CASH _____ CHECK # _____ AMOUNT: _____

RECEIVED BY: _____ SCHEDULED INSPECTION: _____ PASSED FAILED



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GUIDELINE FOR MAINTENANCE CODE CERTIFICATE INSPECTION

ENVIROMENTAL:

1. SANITATION: ACCUMULATION OF RUBBISH OR GARBAGE
2. GRADING AND DRAINAGE OF PROPERTY
3. INSECT AND RODENT HARBORAGE

EXTERIOR OR 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 DAMPNES PENERTRATING
5. DRAINAGE: GUTTERS, 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 OR RODENTS
10. 3" NUMBERS MOUNTED TO FRONT OF BUILDING CONTRASTING COLOR

INTERIOR OF STRUCTURE CONDITIONS:

1. STRUCTURAL MEMBERS: FLOOR JOISTS TO BE STRUCURALLY SOUND
2. INTERIOR STAIRS AND RAILINGS: STRUCURALLY SOUND AND SECURE
3. FLOORS: BATHROOM TO BE WATER PROOF, OTHER FLOORS TO BE SOUND
4. SANITATION: CLEAN AND SANITARY CONDITONS
5. INSECT AND RODENT HARBORAGE: IN HOUSE, BASEMENT NAD CRAWL SPACE
6. MAINTENANCE OF INTERIOR: WALLS, CEILINGS, COUNTERS, ETC.
7. KITCHEN: MUST HAVE **AN APPROVED LISTED 2A-10BC FIRE EXTINGUISHER, NOT MORE THAN 10LBS**
8. LEAD: CERTIFICATE OF APPROVAL IF BUILT BEFORE 1978

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
3. GFI: KITCHEN AND BATHROOM
4. VENTILATION: WINDOWS MUST BE OPERABLE OR TOHER ADEQUATE VENTING
5. SMOKE DETECTORS: MUST BE FUNCTIONAL-ONE (1) FOR EACH LEVEL WITH 10' OF SLEEPING AREA.
6. CARBON MONOXIDE DETECTORS: MUST BE FUNCTIONAL-ONE (1) FOR EACH LEVEL WITH 10' OF SLEEPING AREA
7. CEILING FIXTURES: MUST BE PROPERLY ATTACHED OR COVER PLATES

***NOTE*:** ABOVE REQUIREMENTS MAY BE ADDED TO BY DISCRETION OF INSPECTION IF APPLICABLE. UPON THE DISCRETION OF THE CODE INSPECTOR, A CONDITIONAL CERTIFCATE OF OCCUPANCY MAY BE GRANTED WITH PROVISIONS THAT THE NECESSARY MINOR VIOLATIONS BE CORRECTED WITHIN 90 DAYS OF THE SALE OF THE PROPERTY.