



WEST DEPTFORD TOWNSHIP

Municipal Building

400 Crown Point Road

West Deptford, New Jersey 08086

Phone (856) 845-4004

A Certificate of Occupancy is required in West Deptford Township every time a residential dwelling changes occupants or title.

The Certificate of Occupancy inspection by West Deptford Township is to ensure that the premises are habitable and that the exterior elements of the property are maintained. Inspection of the conditions of the cosmetic and non-safety items are the purchaser's responsibility.

The following checklist is a guideline for items that must be completed at the time of a housing inspection to obtain a Certificate of Occupancy in West Deptford Township. This checklist is based on the regulations contained in West Deptford Township Ordinance 115, Certificate of Occupancy.

Although the list has tried to cover all violation possibilities, if a situation is evident at the time of inspection that may affect the public's health, safety or welfare that situation will be listed on the repair list.

The inspection is a general inspection and the Township does not guarantee that the premises inspected are free from latent defects; nor is the Township 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 Construction Office of West Deptford Township. A \$60.00 fee must accompany the application.
2. For inspections less than 48 hours' notice due to occupancy/settlement a fee of \$120.00 is required.
3. If a property has failed the initial inspection, an application for reinspection must be filled out and accompanied by a \$30.00 fee.
4. **No fees or applications will be accepted by the inspectors in the field.**
5. No inspections or reinspections will be scheduled without a completed application or without the fee paid in full.

WEST DEPTFORD TOWNSHIP CERTIFICATE OF OCCUPANCY CHECKLIST

TAKE NOTICE

The Certificate of Occupancy inspection by West Deptford Township is to ensure that the premises are habitable and that the exterior elements of the property are maintained.

Inspection of the condition of cosmetic and non-safety items is the purchaser's responsibility.

1. All repairs must be done in a workmanlike manner.
2. All handrails and railings, 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 the earth must be of pressure treated lumber.
5. Please be aware **Rental Units** are inspected to the standard of the BOCA Property Maintenance Code of 1986, and are subject to further concerns not listed on this checklist. See Page 5 for rental unit requirements.

WEST DEPTFORD TOWNSHIP DOES NOT INSPECT

1. Appliances – stoves, refrigerators, garbage disposals, sump pumps, etc.
2. Air conditioning – central or window units.
3. Wet or damp conditions in basements, crawl spaces, etc.
4. Swimming pools, hot tubs, Jacuzzi's or spas. The inspection performed is to assure safe electric, required barrier and access only.
5. Termite inspections are regulated by the State. The Township does not inspect for termite infestation. Termite inspections are under the jurisdiction of licenses of NJ Exterminators.
6. Lead paint, radon, asbestos or carbon dioxide or any other possible environmental contamination.
7. Sidewalks, driveways or concrete patios, aprons etc. with the exception of an evident tripping hazard.

WEST DEPTFORD TOWNSHIP CERTIFICATE OF OCCUPANCY CHECKLIST

INTERIOR

A smoke alarm is required on each level of the premises. On levels where bedrooms exist, detectors must be located outside of the sleeping area. Smoke alarms may be battery operated. If hard wired smoke alarms exist, they cannot be replaced with battery operated alarms. ***Ten year sealed battery-powered single station smoke alarms shall be installed.

A carbon monoxide detector is required to be installed in all dwellings adjacent to the sleeping area.

All utilities must be on at the time of inspection.

Every room shall have at least one (1) operable window.

Bathrooms must have a window or may have a fan exhausting to the exterior.

Premises must be free of insect infestation. Inspections for termite infestation or damages are not the responsibility of the Township Inspector.

Every exterior and interior flight of stairs having more than four risers (5 steps) and every open portion of a stair, landing or balcony, which is more than 30 inches above the floor or grade below, shall have guards. All guards must be solid or vertical with no opening greater than 4 inches. Handrails shall not be less than 30 inches nor more than 42 inches high, measure vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches above the floor of the landing or balcony.

EXTERIOR

The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

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 property maintained.

All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.

Every exterior and interior flight of stairs having more than four risers, (5 steps) and every open portion of a stair, landing or balcony which is more than 30 inches above the floor or grade below shall have guards. All guards must be solid or vertical with no opening greater than 4 inches. Handrails shall not be less than 30 inches nor more than 42 inches high, measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches above the floor of the landing or balcony.

All stairways, decks, porches and balconies shall be maintained structurally sound.

SWIMMING POOLS

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

Barriers, fences and ladders; A permanent barrier, fence or obstruction not less than 48 inches high shall be constructed as to entirely enclose the area on which the swimming pool is located. All gates to this area shall be self-closing and self-latching. Swing up ladders or removal of the ladder does not fulfill the code requirements.

WEST DEPTFORD TOWNSHIP CERTIFICATE OF OCCUPANCY CHECKLIST

ELECTRICAL

All electric must be free of hazards.

No extension cord type wiring is permitted.

No exposed taped electrical connections are permitted; all connections must be in an approved junction box with a cover.

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

Service wire to house must be in sound condition.

All lighting fixtures, outlets and switches must be properly secured to the house.

If extensive electrical hazards exist an electrical certification may be required.

PLUMBING

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.

Hot water heaters and heating boilers must be properly installed with a pressure relief valve with an extension pipe installed and terminating with 6" of the floor or into an approved indirect waste.

If numerous plumbing violations exist a plumbing certification may be required.

HEAT

Heat must be supplied to all habitable rooms.

Fireplaces and wood stove shall be safe. A certificate of inspection must be provided for solid fuel burning appliances.

Flue pipes and vents connected to chimneys must be free of leaks and sealed properly where entering chimneys.

If the heater is extremely old or not working properly a heating certification may be required.

FIRE SAFETY

The fire resistance rating of floors, walls, ceilings and other elements and components shall be maintained.

All systems, devices and equipment to detect a fire, actuate an alarm or suppress or control a fire or any combination thereof shall be properly maintained.

During our Certificate of Occupancy Inspections we will resume checking for fire extinguishers. The following law is in effect and needs to be adhered to. Legislation has amended the requirements for extinguishers.

FIRE SAFETY CONTINUED:

Each structure, other than seasonal rental units, shall be equipped with at least one portable fire extinguisher in conformance with rules and regulations promulgated by the Commissioner of Community Affairs pursuant to Administrative Procedure Act, P.L. 1968, c410 (C.52:14B-1 et seq.)

Extinguisher must be:

- Rated for residential use consisting of an ABC type;
- Minimum rating of 2A:10B:C under 10 pounds
- Must be mounted on a bracket, shall be within 10' of the kitchen, readily accessible and not obstructed from view.
- The extinguisher shall be serviced and tagged by a Certified Division of Fire Safety contractor within the past 12 months or the seller must provide a receipt for a recently purchased extinguisher.

RENTAL UNITS

All rental units are subject to the following inspection under the BOCA Property Maintenance Code/1996:

PM-305.1 General: The interior of the structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.

PM-305.3 Interior Surfaces: All interior surfaces including floors, walls, windows and doors shall be maintained in good, clean and sanitary condition. Fresh paint and sanitized carpets are required for rental units.

PM-305.5 Stairs & Railings: All interior stairs and railings shall be maintained in sound condition and good repair.

PM-303.1 Exterior Sanitation: All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

PM-307.1 Infestation: All structures shall be kept free from insect and rat infestation. All structures in which insects or rats are found shall be promptly exterminated. After extermination, proper precautions shall be taken to prevent re-infestation.

The above list is minimal portion of the BOCA Property Maintenance Code, keep in mind if other violations are found during inspection, they will be required to be repaired.

WATER METER

In accordance with West Deptford Township Ordinance 2014-16 all water meters must be inspected prior to the issuance of a Certificate of Occupancy. An inspector from the Water Department will perform an inspection and determine if the water meter meets Township Code requirements. If the water meter does not meet Township Code requirements, the meter must be replaced at the owner's expense.

Please contact Kelly at 856-845-4004 extension 105 to schedule an appointment.