



TOWNSHIP OF
Pemberton
Burlington County | New Jersey

Code Enforcement Department
500 Pemberton Browns Mills Road
Pemberton NJ, 08068
Phone (609) 894-3376
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Certificate of Occupancy Transfer Information / Checklist

Property Address: _____

Resale: _____

Rental: _____

Block: _____ **Lot:** _____

Date of Inspection: _____

Inspector: _____

Pass: _____ **Fail:** _____ **Date:** _____

- A Certificate of Occupancy Transfer is required in the Township of Pemberton **EACH** time a residential dwelling unit changes occupant.
- The Following Checklist is a guideline for items that **MUST** be completed at the time of housing inspection to obtain a Certificate of Occupancy Transfer in the Township of Pemberton
- This Checklist is based on the regulations contained in the Current International Property Maintenance Code, and current regulations adopted by the NJ Department of Community Affairs
- The inspection is a general inspection and the Township does not guarantee the premises inspected are free from latent defects; nor is the Township liable for damages or injury to any person as the result of a violation not reported herein.
- If the buyer is assuming the responsibility of obtaining a certificate, this office must be notified in writing prior to the issuance of the Certificate of Occupancy Transfer.

APPLICATION INSTRUCTIONS

- An application for inspections must be completely filled out and submitted to the Housing Code Official's Office in the Township of Pemberton Municipal Building.
- A \$75 fee must accompany the application for inspection. This fee covers the initial inspection.
- For each subsequent reinspection, the applicant shall notify the Housing Code Official in writing and shall submit a reinspection fee of \$35
- All application and fees must be submitted to the Housing Code Official's Office. Applications and/or fees will not be accepted by inspectors in the field.
- No inspection or reinspection will be scheduled without a completed application or without the fee paid in full.
- A certification may be required for the following: Roof, Electrical, Structural, Heating.
- **Applications are non-transferrable and will expire after 60 days**

Because of scheduling and processing time, please apply for inspections a **minimum** of three weeks prior to settlement / rental. **It is suggested when you apply for the Certificate of Occupancy Transfer when the house is listed.** This will help avoid scheduling problems and the repair list will allow you to realize the true value of the property once the repairs are completed.

CERTIFICATE OF OCCUPANCY TRANSFER INSPECTION CHECKLIST EXTERIOR

- House numbers; each dwelling must have a house number displayed in a position easily obtained and readable from the public right of way. All numbers shall be reflective and at least 3 ½ inches high, meeting the township requirements (78-14)
- All accessory structures, including detached garages, fences with self – latching, out swinging gates. Minimum fence height at 48” with a latch at top minimum 54” height.
- All landings or porches 30” in height or higher must have a rail around the entire areas, with intermediate rails, spaced no greater than 4” between, no less than 36” in height minimum.
- Every basement outside entrance shall be maintained to prevent entrance of rats, rain and surface water.
- No broken or missing glass, including doors; all glass must be properly glazed (putty around the glass) and weather-tight.
- All stairways, decks, porches and balconies shall be maintained and structurally sound.
- All windows shall have screens and all windows shall open and lock properly.

INTERIOR

- Stove must be equipped with anti-tilt device.
- All utilities must be on and functioning at the time of inspection.
- A smoke detector is required on each level of the premises. On levels where bedrooms exist, detectors must be located in all bedrooms and outside of each sleeping area. Smoke detectors must be battery operated.
- Carbon monoxide detectors shall be installed in the vicinity of sleeping areas except for buildings that do not contain a fuel burning device or attached garage.
- All stairs of four (4) or more risers must have a handrail at least 30” high and secured.
- Bathrooms must have a window or may have a fan exhausting out to the exterior.
- Every egress window shall be capable of being **easily** opened and shall be held in place by window hardware.
- An **ABC** fire extinguisher must be no smaller than 2A:10B:C, weigh no more than 10lbs. and mounted in a visible convenient location.
- All mechanical equipment, exhaust fans, sump pumps, woods stoves, fireplaces, fireplace inserts, etc. must be installed and maintained in a safe working condition.

ELECTRICAL

- All electric must be free of hazards such as open junction boxes and taped electrical connectors
- No extension type wiring is permitted.
- Service wire to hose must be in sound condition
- GFCI protection must be supplied to all swimming pools, spas, and exterior and garage outlets. GFCI receptacles must be installed 5’ of any water source, and at all kitchen and bathroom counters.

PLUMBING

- Plumbing fixtures shall be vented.
- All water lines, spigots and valves must be in proper working order.
- Toilets must flush.
- Heat must be supplied to all habitable rooms.
- Hot water heaters and heating boilers must be properly installed with a pressure relief valve with an extension pipe installed and terminating within 6” of the floor or into an approved indirect waste.

PLEASE NOTE

- All repairs must be done in a workmanlike manner
- All handrails and railings, new or existing, must be adequately secured as to withstand normal loads.
- Ordinary repairs do not require construction permits; if any permits are required it will be noted on the individual repair list.
- The township does not inspect air conditioning.
- The township does not inspect the condition of any swimming pools, Jacuzzis, hot tubs or spas. The inspection performed is to assure safe electrical connections required fencing and access only.
- The township does not address basements concerning wet or damp conditions, and will not inspect basements where there is standing water present.
- Termite inspections are regulated by the state. The township does not inspect for termite infestation.
- The township does not pick up unwanted household items contents such as furniture, carpeting, appliances etc.

- Revisions may be forthcoming when required.
- **When required certifications shall be provided from:**
 - Roofing – licensed, bonded contractor or structural engineer
 - Electrical – licensed, bonded contractor.
 - Chimney – Bonded mechanical contractor or Chimney Sweep
 - Well – As per NJSA 58:12A-26 (Rental 5 year & Resale 1 year)

ALL RENTALS UNITS MUST BE REGISTERED WITH THE CLERKS OFFICE