

Frank Mitchell
Housing Officer

769-1375

Application for Certificate of Occupancy
Existing Home Sale or Rental

This application is to be filled out and submitted to schedule an inspection. The attached packet of information will be the items that the inspector will be looking for during inspections.

Please pay close attention to the area of GFI receptacles in the bathrooms, laundry area and kitchen. Rental units must obtain an electrical permit prior to installing the GFI. See information in the attached packet the address what is required.

If you have questions ask prior to scheduling the initial inspection.

The initial inspection fee is \$50.00. Re-inspection fees are \$25.00 per visit.

Name of Applicant _____

Address of property _____

Apartment number _____

Phone number _____

Name to appear on Certificate _____

Block _____ Lot _____ Type of property Sale _____ Rental _____

Date of application _____ Date of actual inspection _____

Type of certificate requested Sale _____ Rental _____

Number of people to occupy the apartment _____

Person in charge of maintaining rental unit _____

Phone number of person listed above _____

The housing inspector is also the person that will check the sidewalk and driveway for *cracks or tripping hazards*. Problems that are found will be marker with an orange 'X'.

**Borough of Woodstown
Chapter 65
Housing Standards
2008**

Frank Mitchell
Housing Officer
856-769-1375

Exterior property areas

1. Exterior clean and free of trash
2. Proper grading and drainage
3. Sidewalks and driveways in safe condition
4. No weeds or uncut grass
5. Protect against rodent harborage
6. Properly install exhaust vents
7. Accessory structures maintained structurally sound and in good repair
8. No storage of inoperative or unlicensed Motor Vehicles

Swimming pools, spas, hot tubs

1. Clean sanitary, good condition
2. Maintain secure fence

Exterior of structure

1. 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.
2. 4" house letters
3. All exterior walls shall be free from holes, breaks and loose or rotting materials and maintained weatherproof and properly surface coated where required to prevent deterioration.
4. Window screens shall be provided for all windows
5. Broken or missing window or door glass must be replaced.

Interior Structure

1. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.

Handrails and guardrails

1. Every exterior or interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every portion of a stair, landing, balcony, porch, deck, ramp, or other walking surface which is more than 30" above the floor or grade shall have a guard.

Rubbish and Garbage

1. All exterior property and premises and the interior of every structure shall be free from any accumulation of rubbish or garbage.

Extermination

1. All structures shall be kept free of insect or rodent infestation.

Lighting, Ventilation and Occupancy Limitations

Lighting

1. Every habitable space shall have at least one operable window
2. Bathrooms must have a window that opens or an exhaust fan.

Occupancy Limitations

1. A habitable room shall not be less than 7' in any plan dimension.
2. Every living room shall contain at least 120 sq ft.
3. Every bedroom shall contain at least 70 sq ft

Plumbing Facilities and Fixture Requirements

1. Every Dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink which shall be maintained in a sanitary, safe, working condition.
2. All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks, and defects.

Water Systems

1. Water heating must be capable of providing a water temperature of at least 110 degrees.

Storm Drainage

1. Drainage of roofs and paved areas, yards and courts and other open areas on the premises shall not be discharged in a manner that creates a public nuisance.

Mechanical and Electrical Requirements

Heating

1. Dwelling units shall be provided with heating equipment capable of providing heat to at least 68 degrees in all habitable spaces.

Electrical Facilities

Every habitable space in a dwelling shall contain at least two separate and remote receptacles outlets.

Ground fault receptacles (GFI)

Every laundry and bathroom shall contain at least one ground fault receptacle.

Kitchens where the receptacles are installed to serve the counter top surface.
(NEC 210.8)

Fire safety

1. Smoke alarms shall be installed on the ceiling or wall outside of each separate sleeping area. In the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a dwelling unit, including attics, basements, and cellars.
4. A 2A-10BC fire extinguisher shall be mounted within 10 feet of the kitchen.