Borough of Woodstown
Housing Office

PO Box 286, 25 West Avenue
Woodstown, New Jersey 08098-0286
(856) 769-2485 Fax: (856) 769-9462

Application for Certificate of Occupancy Existing Home Sale

This application is to be filled out and submitted before scheduling an inspection. The attached check list sheets the items the inspector will be looking for during the inspection. Please pay close attention to the area of **GFI** receptacles in the bathroom(s), laundry area and kitchen. An inspection fee of one hundred dollars ($100.00) must be submitted with this application to the Borough of Woodstown. There is no charge for 1st reinspection regarding this application. If a 2nd reinspection is required the cost will be fifty dollars ($50.00). If a third reinspection is required because deficiencies still remain the cost is one hundred dollars ($100.00) and subsequently thereafter. Any questions please contact the Housing Office at the above phone number or visit our web site at **historicwoodstown.org.**

Name of Applicant_____

Address of Property_____

Block_____ Lot_____

Unit Number_____

Phone Number of Contact Person_____

Buyers name to appear on Certificate_____

Date of Application_____

Frank Mitchell
Housing Officer
(856) 769-2485

Borough of Woodstown
Chapter 65
Housing Standards

Frank Mitchell
Housing Officer
(856) 769-2200, X31

Exterior Property Area

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 installed exhaust vents
7. Accessory structures maintained, structurally sound and in good repair
8. No storage of inoperable or unlicensed motor vehicles

Swimming Pools, Spas, Hot Tubs

1. Clean, sanitary and in good condition
2. Maintained security 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 of 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 repaired.

Interior Structure

1. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.
2. A chimney certification is required prior to any sale.
3. A heater safety inspection is required prior to any sale.
4. No interior keyed deadbolt on exterior doors-turn knob deadbolt locks only.

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 infestations.

Lighting, Ventilation and Occupancy Limits

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 Limits

1. A habitable room shall not be less that 7' in any plan dimension.
2. Every living room shall contain at least 120sq. 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 all obstructions, leaks, and defects.

Water System

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, courts and other open areas on the premised 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 69 degrees in all habitable spaces.

Electrical Facilities

1. Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets.
2. Ground Fault Receptacles
3. Every laundry area, kitchen and bathroom shall contain at least one ground fault receptacle within 6' of a water source.

Fire Safety

1. Smoke alarms shall be installed on the ceiling of each separate bedroom and in the hallway or immediate vicinity outside of the bedrooms. Smoke alarms must also be installed within the living areas of each unit including attics and basements.
2. A **2A-10BC extinguisher** shall be mounted on the wall within 10 feet of the kitchen.

****Please refer to all International Property Maintenance Codes for list of additional items that may be required for a Certificate of Occupancy**
http://publicecodes.citation.com/icod/ipmc/index.htm