

**CERTIFICATE OF CONTINUED OCCUPANCY
REQUEST FORM**



PROPERTY INFORMATION

Address		
Owner Name		
Owner Telephone No.		
Block (if known)	Lot (if known)	Qualifier (if known)
Does property have Public Sewer/Water	<input type="checkbox"/> YES	OR
		Septic/Well <input type="checkbox"/> YES
Will this Property be Rented	<input type="checkbox"/> YES	<input type="checkbox"/> NO
NOTE: If yes, then the owner must be registered as a landlord with the Clerk's Office and registration must be completed prior to scheduling an inspection		
Closing Date/Move in Date		

CONTACT INFORMATION

Contact name	
Contact Telephone No.	
Contact Email	
Signature	Date
FEES:	
\$100	Single Family/Townhouse (with one re-inspection)
\$75	Condo/Mobile Home or Rental (with one re-inspection)
\$50	Second Re-inspection

INSTRUCTIONS/PROCEDURE:

1. Please complete the form which can be sent by mail or dropped off to the Construction Office with check, money order made payable to Township of Robbinsville or **exact cash**.
2. If you have any questions, please contact Diane Katz at 609-259-3600 Ext. 1114 or email dkatz@robbinsville.net. **Office Hours are 7:30 a.m.-3:30 p.m.**
3. Please note that all inspections are scheduled **Monday thru Thursday between 3:30pm & 6:00pm only**. Once a Certificate of Continued Occupancy is issued it is valid for **60 days**.

OFFICE USE ONLY

Registered as Landlord?
Dates of Inspection
Open permits?

**Housing Director
Roger Fort**

**INFORMATION SHEET FOR
RESIDENTIAL CERTIFICATE OF CONTINUED OCCUPANCY (CCO) INSPECTIONS**

The following information is provided to assist property owners and realtors selling residential real estate property of certain requirements and common violations in CCO inspections. The information is not intended to be an inclusive list. The CCO inspection for each property may reveal additional violations that must be addressed, or other requirements that must be complied with, before a CCO can be issued by the Township.

State Mandated Requirements

- New Jersey regulations require portable fire extinguishers to be placed within 10 feet of the kitchen. The fire extinguisher has to be **2A-10B:C, less than 10 pounds**. The extinguisher should be mounted and shall be readily available (not in a cabinet or closet.)
- Smoke Detectors are required on every level of a home including the basement, excluding crawl spaces and unfinished attics. Battery operated smoke detectors **SHALL HAVE 10 YEAR SEALED BATTERY**.
- Carbon Monoxide Detectors are required no more than 10 feet **outside** the bedroom door. The Carbon Monoxide Detectors can be either battery or electric operated.

Most Common Violations NOTE: not a complete list

- Cracked window glass or windows with broken seals (moisture or cloudiness between panes of glass)
- Anti-tip device (bracket) installed for the stove.
- Leaky pipes and faucets.
- Exposed wiring, i.e. uncovered junction boxes, switches and outlets; exposed wire nuts.
- Handrails are required on all stairways four steps or more (standing at the bottom of the stairway each time you lift your leg going up is considered a step).
- Peeling paint.
- Seal around furnace flues at the chimney.
- All pools must have enclosures with self-closing self-latching gates. The gates must swing away from the pool.
- Garbage disposals **are not permitted** under kitchen sinks, when homes are serviced by public sewer.

Note: For Homes with Private Wells and Septics

- Provide a water test result of the Private Well Testing Act (PWTA) results.
- Provide a Septic Report, using the State *Onsite System Inspection Form* completed by a licensed septic inspector.