

BOROUGH OF PALMYRA
Department of Housing
20 W. Broad Street
Palmyra, NJ 08065
Phone: 856-829-1096
Email: tkilmer@boroughofpalmyra.com

FEE: \$125.00

RESALE INSPECTION APPLICATION for CERTIFICATE OF OCCUPANCY
(Fee is \$125 per/unit and a separate application is required for each unit)

SECTION I – APPLICANT INFORMATION

Address of Inspection: _____ Unit#/Floor#: _____

Block: _____ Lot: _____ Qual: _____

Name of Seller/Owner: _____

Address: _____

City, State, Zip: _____

This memo shall serve as a request for a Housing Code Inspection regarding the above referenced property for sale. A fee of \$125.00 payable to the Borough of Palmyra is due before scheduling the inspection.

SECTION II –INSPECTION RESULTS

Please forward inspection results to:

Name: _____

Address: _____

Phone: _____ Email: _____

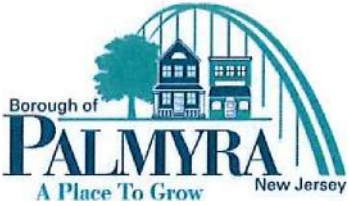
NOTE: PLEASE ALLOW 48 HOURS FOR INSPECTION REPORT RESULTS TO BE AVAILABLE.

.....
OFFICE USE ONLY
.....

INSPECTION DATE: _____

CHECK #: _____ /CASH: _____

RECEIPT #: _____



CERTIFICATE OF OCCUPANCY INSPECTION CHECKLIST

for HOME RESALES and RENTAL TENANT TURNOVER

THE FOLLOWING IS PROVIDED AS A GUIDE OF ALL APPLICABLE CODES AND ORDINANCES THAT MAY BE CONSIDERED DURING YOUR INSPECTION. IN ADDITION TO THE INSPECTION A REVIEW OF REQUIRED PERMITS WILL BE COMPLETED.

INTERIOR STRUCTURE

- General
- Structural members
- Anti-Tip Oven
- Interior surfaces
- Lead-based paint
- Railings (incl. attic & basement)
- Stairs and walking surfaces (trip & fall)
- Handrails and guards

EXTERIOR STRUCTURE

- General (Sidewalks not to be inspected/cited)
- Exterior painting
- Street numbers
- Structural members
- Foundation walls
- Exterior walls
- Roofs, drainage, siding, soffits, and downspouts
- Decorative features
- Overhang extensions
- Stair and walking surfaces
- Stairways, decks, porches and balconies
- Chimneys
- Handrails and guards
- Window and door frames
- Glazing
- Openable windows throughout dwelling
- Insect screens (Required January 1st to December 31st)
- Doors dead bolt locks
- Basement hatchways
- Guards for basement windows

EXTERIOR PROPERTY AREAS

- Sanitation
- Grading and drainage
- Weeds (6")
- Rat/rodent harborage
- Exhaust vents
- Accessory structures
- Motor vehicles
- Storage of wood
- Condition of Fencing

PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

- Dwelling units (Facilities required)
- Privacy (Toilet rooms)
- Location
- General (Plumbing fixtures)
- Fixture clearances
- General (Water system)
- Contamination
- Exhaust Fan
- Water heating facilities
- General (Sanitary drainage)

MECHANICAL AND ELECTRICAL REQUIREMENTS

- Facilities required (Heating)
- Heat Supply (Required January 1st to December 31st)
- Mechanical equipment (HVAC, Washer & Dryer)
- Equipment access & clearances
- Cooking and heating equipment
- Flue
- Combustion air
- Facilities required (Electrical)
- Electrical system hazards
- Installation (Electrical equipment)
- Receptacles (GFCI outlets were required)
- Lighting fixtures
- Covers & Switch Plates
- No open electrical junction boxes

RUBBISH AND GARBAGE

- Accumulation of rubbish or garbage
- Disposal of rubbish
- Rubbish storage facilities
- Disposal of garbage
- Garbage facilities
- Containers (Borough green trash carts required)

EXTERMINATION

- Infestation
- Owner (Owner responsible for extermination prior to renting or leasing)
- Single occupant (Occupant of one-family unit responsible for extermination on premises)
- Occupant (Occupant responsible for continued rat-free conditions)

FIRE SAFETY REQUIREMENT

- General (Means of egress)
- Stairways, handrails and guards
- Locked doors
- Emergency escape
- Accumulations and storage
- Hazardous material
- Fire extinguishers - One 2A:10BC fire extinguisher required in Kitchen, not mounted. Purchased within one year with receipt, or tagged)
- Carbon Monoxide (CO) detectors - Carbon Monoxide (CO) Detectors shall be installed and maintained in the immediate vicinity of the sleeping area(s) and must be located within 10 feet of those areas.
- Smoke Detectors - Smoke Detectors must be installed and maintained on each level of the premises including the basement and the attic if there are walk-up steps (even if unfinished). Smoke Detectors are required outside of each separate sleeping area and must be located within 10 feet of those areas. Smoke Detectors shall not be located in the kitchen. Smoke detectors must use 10-year sealed lithium battery type.

END OF DOCUMENT— REV DATE: 01/20/2022