

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

REGISTRATION # _____

FEE: \$125.00

RENTAL UNIT REGISTRATION for CERTIFICATE OF OCCUPANCY
(Fee is \$125 per/unit and a separate application is required for each unit)

SECTION I - RENTAL UNIT PROPERTY INFORMATION

Block: _____ Lot: _____ Street Address: _____ Unit#/Floor#: _____

Is the rental property located in a Flood Zone? (circle one): Yes / No

If 'Yes' to being in a Flood Zone, was the Tenant notified? (circle one): Yes / No

What is the Heating Source? (circle one): Natural Gas / Electric / Fuel Oil / Other: _____

If the Heating Source is FUEL OIL and the LANDLORD FURNISHES THE HEAT, complete info below:

Fuel Oil Dealer: _____ Phone: _____ Email: _____

Fuel Oil Dealer Address: _____

SECTION II – RENTAL UNIT TENANT INFORMATION

Tenant Name: _____ Phone: _____ Email: _____

Tenant Name: _____ Phone: _____ Email: _____

Tenant Name: _____ Phone: _____ Email: _____

Tenant Name: _____ Phone: _____ Email: _____

SECTION III – RENTAL UNIT OWNER INFORMATION

Owner Name: _____ Phone: _____ Email: _____

Owner Physical Address (No P.O. Box): _____

List additional owners' information below if applicable:

Owner Name: _____ Phone: _____ Email: _____

Owner Physical Address (No P.O. Box): _____

(continued on reverse side)

SECTION IV – RENTAL UNIT MANAGING AGENT INFORMATION

Agent Name: _____ Phone: _____ Email: _____

Agent Physical Address (No P.O. Box): _____

ON SITE Superintendent, Janitor or Custodian Name: _____

Room/Unit Number: _____ Phone: _____ Email: _____

Print Name of Agent

Sign Name of Agent

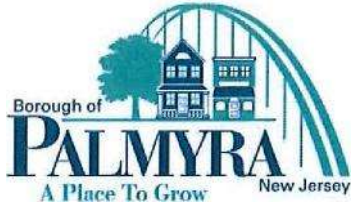
The housing inspection consists of a visual examination of the premises to determine its suitability for a Certificate of Occupancy under the provisions of the adopted codes and ordinances. This property inspection is not a guarantee or warrant of the premises or equipment therein.

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

DATE RECEIVED: _____ AMOUNT: _____

CHECK #: _____ / CASH: _____ RECEIPT #: _____

TAXES CURRENT: _____ HOUSING OFFICIAL APPROVAL: _____



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 15th 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