



Township of Pennsauken

(856) 665-1000

FAX (856) 665-2749

www.twp.pennsauken.nj.us

INCORPORATED 1892

It is the Township's goal to provide you with all the information and tools you will need to ensure a smooth and effortless transfer of ownership for your property. By Township Ordinance all one and/or two-family dwellings are required to have a housing resale inspection completed for the interior and exterior of the property and obtain a Certificate of Occupancy (CO) prior to settlement.

To receive a Housing Resale CO and a Fire Certificate you should complete the two forms in this packet. The fee for these inspections is \$175.00 (\$100 for the Housing Resale CO and \$75 for the Fire Certificate). Both forms must be submitted to the Building Department, along with the fee in order to schedule the inspections. Approximately 2 to 3 days after your inspection you will receive a copy of the Housing Resale Inspection Report for your review.

If the buyer agrees to take responsibility for the items on the report, they must request an Affidavit for a Temporary CO, provided by the township, stating that they have received, read, and understand the Housing Resale Inspection Report and are taking full responsibility for all items listed on the report as well as obtaining the Final CO. If the Housing Resale Inspection Report states that there can be no occupancy until a final CO is issued, then the Temporary CO will be issued for work only. The Affidavit must be completed, signed, notarized and brought to the Building and Housing office prior to settlement. Once the Township receives the original notarized Affidavit, a temporary certificate of occupancy will be issued.

Any required construction permits will be noted on your report, as well as any open permits on record for the property. To acquire a construction permit you must first complete the permit application process. You can find the permit application and any applicable forms on the township website under Construction. You will need to bring with you a plan for the work you are completing, the cost of the work and if you are using a contractor, you must have their contact information as well as a copy of their NJ business license.

All permits must be obtained, inspected and pass inspection before the Township will issue a final certificate of occupancy for settlement purposes. Failure to apply for and obtain the permits in a timely manner may delay your settlement date. **It's important to understand that the housing resale inspection is separate from the permit inspection.** The housing resale and fire inspections are completed by the township **building department** inspectors prior to settlement. Permit inspections are completed by our licensed **construction department** inspectors for any permit required work prior to settlement. The property must pass both inspections before the township will issue a certificate of occupancy. In order to avoid any settlement issues, fines, or penalties it is important to ensure that you have gotten both inspections scheduled and completed prior to closing.

Planning for this process is very important. You need to leave enough time between your inspections and your settlement to ensure that your transaction is completed seamlessly and on time. We are here to help in any way we can. When you are ready to schedule your housing resale inspection, please call 856-665-1000 ext. 145 between the hours of 8:30am and 4:30 pm Monday through Friday.

Thank you,

The Pennsauken Building & Housing Department

PENNSAUKEN TOWNSHIP
Housing Resale Inspection Form

Date of Application: _____

Settlement Date: _____

Property Address: _____

This application shall serve as a request for a Housing Resale CO Inspection & a Fire Certificate Inspection for the property noted above. The fee is a \$175.00 - (\$100 for the Housing Resale CO and \$75 for the Fire Certificate). The fee can be paid by cash, check or money order made payable to "Pennsauken Township". The completed forms should be submitted, along with the fee to:

Township of Pennsauken
Attn: Patte Magro
5605 N. Crescent Boulevard
Pennsauken, NJ 08110

Current status of property: _____ Vacant _____ Rental _____ Owner Occupied

Intention of buyer: _____ Flip _____ Future Rental _____ Owner Occupied

Owner Information:

*Owner Name: _____

*Owner Address: _____

*Owner Contact#: _____ *Owner Email: _____

Title Co. _____ Phone: _____

Name & Address of Buyer (s): _____

Please forward the inspection results to:

Name: _____

Address: _____ City/Zip _____

Office Phone#: _____ Cell Phone#: _____

Email: _____

***The owner/representative of this property hereby agrees to waive, release, indemnify and hold harmless Pennsauken Township and all parties involved with this inspection from any and all claims/causes of action against Pennsauken Township that may arise as a result of the inspection of this property.**

Signature: _____

Date: _____

Office Use Only:

Inspection# _____ PML Lien: _____ VPR Fees: _____

Inspector: _____ Date: _____ Time: _____ Open Permits: _____



Pennsauken Municipal Building

5605 N. Crescent Blvd.
Pennsauken, NJ 08110
856-665-1000

Application for Fire Certificate Inspection
Smoke Detector, Carbon Monoxide Alarm & Fire Extinguisher Compliance

(One & Two-family dwellings)

Today's Date ___/___/___

Requested Inspection Date ___/___/___

Property Address: _____

Seller Name(s): _____

Seller Address: _____ Phone#: _____

Settlement Date ___/___/___ Block # _____ Lot _____

Does Buyer Intend to Occupy Premise as **Primary Residence?** Y N

Buyers Name: _____

Buyers Address: _____ Phone# (____) _____

Inspection Requested by:

Agent Name/Company _____

Day/Cell Phone#(____) _____

Fax# (____) _____

All fees are due at time of application and are payable by CASH, CHECK, or MONEY ORDER, payable to "Township of Pennsauken". All returned checks require a \$20.00 processing fee in addition to any bank fees. All Certificates are valid for one change of ownership or six (6) months, whichever comes first. You must also obtain an Occupancy Certificate from the Building Department. They may be reached at 856.665.1000 x129 or at 5605 N. Crescent Boulevard in the basement of the municipal building.



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5605 N. Crescent Blvd.
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SMOKE ALARM MINIMUM REQUIREMENTS

Type of Smoke Alarm required shall be based on the original Date of Construction

Pre 1975 -10-year sealed battery powered smoke alarms only

1975-1977 - Hard wired smoke detector on the uppermost level, 10-year sealed battery powered smoke alarms on all other levels

1977-1983 - Hard wired inter-connected smoke alarms on the uppermost level and basement level and 10-year sealed battery powered smoke alarms on all other levels

1983-1991 - Hard wired inter-connected smoke alarms on every level

1991-Present - Hard wired inter-connected smoke alarms with battery backup on every level and in each sleeping area (bedroom)

Hardwired Smoke Alarms are exempt from the 10-year sealed battery smoke alarms

Placement

BASEMENT: The basement smoke detector shall be installed in the basement, within ten (10) feet of the stairway. The detector shall not be located in the stairway. If installed on an open joist ceiling, the detector shall be placed on the bottom of the joists. The smoke detector shall be placed as indicated in the note below.

FIRST FLOOR: The living area smoke detector shall be installed in the living room and/ or near the stairway leading to the upper level. The detector shall not be located in the stairway. The detector shall be placed as indicated in the note below.

SECOND FLOOR: The second-floor smoke detector shall be located in the hall outside of the bedrooms, within ten (10) feet of the bedroom doors. The smoke detector shall be placed as indicated in the note below.

THIRD FLOOR: Finished spaces only. The third-floor smoke detector shall be located in the area near the stairway from the floor below. If the third floor contains bedrooms, a smoke detector is required inside each bedroom as well as outside the bedrooms, within ten (10) feet of the bedroom doors. The detector shall be placed as indicated in the note below.

BEDROOMS: Smoke detectors shall be installed in **all bedrooms** regardless of where the bedroom is located in the dwelling. The detector shall be placed as indicated in the note below.

All smoke alarms shall be approved by Underwriters Laboratories or other approved independent testing agency.



Pennsauken Municipal Building

5605 N. Crescent Blvd.
Pennsauken, NJ 08110
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NOTE: All smoke detectors shall be mounted on the ceiling as least four (4) inches from the wall or on the wall with the top of the detector not less than four (4) inches or more that twelve (12) inches below the ceiling at its highest point. Bedroom smoke detectors shall be mounted as close to the bedroom door as allowable by the above measurements. Smoke detectors shall have a low battery warning and a test button for easy testing and maintenance. Combination Carbon Monoxide (CO) and Smoke detectors are approved for use. All hardwired proprietary fire alarm systems shall be tested in accordance with NFPA 72 and a test report provided at the time of inspection.

CARBON MONOXIDE (CO) DETECTOR MINIMUM REQUIREMENTS

A carbon monoxide (CO) alarm or detector shall be located within ten (10) feet of each sleeping areas. If all of the bedrooms share one common hallway that is less than ten (10) feet in length, then only one detector is required in that hallway. Carbon monoxide (CO) detectors shall be installed in accordance with the manufacturer's specifications. Combination Carbon Monoxide (CO) and Smoke detectors are approved for use.

PLACEMENT OF FIRE EXTINGUISHERS FOR ONE AND TWO FAMILY RESIDENCES

1. At least one portable fire extinguisher shall be installed in all one and two family residences (except seasonal rentals) upon change of occupancy.
2. The fire extinguisher shall be listed, labeled, charged and operable.
3. The extinguisher shall be no smaller than a **2A:10-BC** rated for residential use and weigh no more than ten (10lbs) pounds.
4. The hangers or brackets supplied by the manufacturer shall be used.
5. The extinguisher shall be located within ten (10) feet of the kitchen.
6. The top of the extinguisher shall not be less than three (3) feet, and not more than five (5) feet above the floor.



Pennsauken Municipal Building

5605 N. Crescent Blvd.
Pennsauken, NJ 08110
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7. The extinguisher must be visible and in a readily accessible location, and cannot be obstructed by furniture, storage, doors, or other items.

8. The extinguisher shall be installed so that the label containing instructions on operation, inspection, and maintenance of the extinguisher is clearly visible.

9. The extinguisher must have been serviced and tagged within the preceding 365 days. New extinguishers are not required to be serviced and tagged as long as proof of purchase or receipt dated within the preceding 365 days is provided at the time of inspection.

Housing Resale Inspection Check List

Inspector: _____ Date: _____ Time: _____ LB#: __ Reference#: _____

Address: _____ Block# _____ Lot# _____

Exterior Property Area

- 302.2 Grading and drainage
- 302.3 Sidewalks and driveways
- 302.7 Accessory structures
- PMC 289-9 Stumps from trees that caused sidewalk damage.

Exterior Structure

- 304.2 Protective Treatment
- 304.4 Structural members
- 304.5 Foundation walls
- 304.7 Roofs and drainage
- 304.7.1 Roof certification
- 304.10 Stairways, Decks, Porches, and Balconies

Interior Structure

- 305.2 Structural members
- 305.3 Interior surfaces
- 305.4 Stairs and walking surfaces
- 305.5 Handrails. and guards maintained

Handrails and Guards

- 306.1 Required handrails and guards

Infestation

- 308.1 Infestation

Occupancy Limitations

- 404.2 Minimum room widths
- 404.4.1 Room area
- 404.4.2 Access from bedrooms
- 404.4.3 Water closet accessibility

Plumbing Systems and Fixtures

- 504.3 Plumbing system hazards
- 504.3 Plumbing System certification

Mechanical Equipment

- 603.1 Mechanical appliances
- 603.7 Mechanical certification

Electrical Facilities

- 604.3 Electrical system hazards
- 2 outlets in every room (exception bathrooms)
- GFI protected receptacles.
- Bathrooms if there is a receptacle present.
- Kitchen receptacles for countertop if present.
- Laundry, utility, and wet bar sinks where there is a receptacle within.
- 6 feet to the edge of a sink
- Outdoor outlet if present.
- 604.4 Electrical certification

Fire Safety Requirements

- 702.3 Locked doors
- 704.2 Smoke alarms
- UFC 4.9(d) Carbon monoxide detector
- 52:270 Fire extinguisher required

Open Permits

133.8 Permits

