



# Township of pennsauken

CAMDEN COUNTY, NEW JERSEY

(856) 665-1000

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[www.twp.pennsauken.nj.us](http://www.twp.pennsauken.nj.us)

INCORPORATED 1892

Dear current and future homeowners of Pennsauken Township,

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. Included you will find information pertaining to the township's ordinance that requires a housing resale inspection for all properties involved in a transfer of ownership no matter the circumstances. You will also find instructions on how to navigate the housing inspection process as well as the permit process.

What is important for you to know is that these inspections are independent of one another. All properties whose ownership is being transferred **MUST** have a housing resale inspection completed by the township building inspectors **prior to settlement**. Permit inspections **MUST** also be completed by our licensed construction inspectors for any permit required work, also prior to settlement.

What is new to our process is the ability to sell a property "AS IS". Previously "AS IS" purchases were only allowed if a property was bank owned, Government owned, meaning HUD, VA, NJHA, etc. or an estate with no living relatives. After researching this topic and gathering feedback from our home owners and contractors the township made the decision to change our "AS IS" property sale program.

As of this month the township is removing the restrictions on "AS IS" property sales. This will allow a seller, no matter their status, to negotiate with the buyer regarding any repairs that may need to be done on the property in order to bring it up to code. Those repairs will be clearly stated on your housing resale inspection report. It is important to note, the items on the inspection report must be the first priority for the responsible party to address. The township will not issue a certificate of occupancy for any property that does not complete the items on the inspection report. The documents and instructions needed to sell a property "AS IS" can be found further on in the packet.

Beginning with our ordinance, effective February 1, 2011 the Pennsauken Township Committee passed Ordinance 2010:34 which requires all one and / or two family dwellings to have a housing resale inspection completed for the interior and exterior of the property prior to settlement.

This ordinance also changed the inspection fee and the re-inspection fee based on how close the settlement date is to the re-inspection request.

This inspection is completed by the township building inspectors and as previously stated will include the interior as well as the exterior of the property. Approximately 2 to 3 days after your inspection you will receive a copy of the inspection report for your review.

If you have agreed to sell your property "AS IS" this is the report that you will need to share with your buyer, **prior to settlement**, so that they can study and understand what repairs must be done in order to bring the property up to code and receive a final certificate of occupancy for the property. If the buyer agrees to take responsibility for the items on the report they must complete the affidavit, provided

by the township, stating that they have read and understand the items and are taking full responsibility for all items listed on the report as well as all required inspections. That form must be signed, notarized and brought to the construction office prior to settlement. Once they have completed the form the township will issue a temporary certificate of occupancy which allows the buyer to occupy the property while completing the repairs.

All required construction permits will be noted on your report. To acquire a construction permit you must first complete the application process. You will need to bring with you 2 copies of your 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 Home Improvement 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 permit application and inspection process is separate from the housing resale inspection. 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.

If you are selling your property "AS IS" once the responsible party affidavit is signed and notarized we will issue a temporary certificate of occupancy for settlement purposes. Remember this **MUST be completed prior to closing.**

**Very important to note:**

**For resale purposes only, your Inspection Report is good for 9 months.**

For Ex: If you have a buyer when you schedule the inspection but that contract is canceled, your existing Inspection Report may be used for up to 9 months from the date of the initial inspection. If you sign a new contract after the 9 month expiration then you must schedule a new inspection.

If the property is being sold "AS IS" and the buyer has signed the affidavit stating that they are taking responsibility for all violations, they will be entitled to 1 TCO (Temporary Certificate of Occupancy) which will be good for 90 days from the date of request. If the TCO expires and you need more time to correct the violations you must call the building/construction office and schedule an inspection. After reviewing the results of that inspection you will be notified as to the status of your request. A \$25 fee will be charged for the additional inspection.

Any permits that remain open for work previously completed will be included in the list of interior violations. Depending upon the status of those permits at the time of the housing resale inspection, the necessary steps must be taken to have them inspected and closed.

You can find the permit application and any applicable forms on the township website under Construction.

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.

Ordinance No 2010: 34

AN ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF PENNSAUKEN, CHAPTER 114  
THEREFORE, ENTITLED "BUILDINGS, UNFIT"

Be IT ORDAINED: by the Township Committee of the ownership of Pennsauken, in the County of Camden and the State of New Jersey as follows:

Section 1. Chapter 114 Section 8B (2) Exterior Inspections shall be amended to read:

Section 8B (2) Inspections of existing one and two family dwellings for sale or resale.

Section 2. Chapter 114 Section 8B (2) (a) shall be amended to read.

Is hereby determined that a housing code inspection of the interior and exterior of a property shall be required prior to the sale and/or resale of one and/or two family dwellings within the boundaries of the Township of Pennsauken. These inspections shall be to determine if work requiring a permit has been completed without prior approvals, an illegal change from a single family to a two family dwelling has taken place, unsafe plumbing and/or electrical systems exist, unsafe means of egress exist, or other visible unsafe conditions are present on the property. Further, any repairs and/or permits deemed necessary by an officer of the Building Department shall be completed within 30 days unless prior approvals from an officer have been given.

Section 3. Chapter 114 Section 8B (2) (b) shall be amended to read:

A fee of \$100 dollars shall be paid to the office of the Building Department upon receipt of a request for a housing code inspection. Such fees shall be paid to the Building Department for the initial and one re-inspection. Any additional inspections or a re-inspection call for 13 days or less from the date of settlement shall follow the fee schedule as listed below:

Two or more weeks prior to settlement the fee shall be \$25.

Between 7 and 13 days prior to settlement the fee shall be \$50.

Between 3 and 6 days prior to settlement the fee shall be \$75.

2 days or less prior to settlement the fee shall be \$100.

FIRST READING: DECEMBER 29, 2010

SECOND READING: JANUARY 12, 2011

ADOPTED: JANUARY 12, 2011

UCC REGULATIONS REGARDING HOME OWNERS, PERMITTED WORK AND THE RESALE OF A ONE  
OR TWO FAMILY DWELLING

- Open permits must be closed prior to the sale of the property. Contact the Building Department at 856-665-1000 ext. 130, 131 or 132 with the permit numbers to schedule an inspection. There is no cost for this inspection.
- A homeowner can do their own plumbing work on their legal residence. All others must use a NJ licensed plumber N.J.S.A. 5:23-2,15(b)21
- A homeowner can do their own electrical work on their legal residence. All others must use a NJ licensed electrician N.J.S.A. 5:23-2,15(b)21
- A homeowner can do their own building work, i.e. sheet rocking, framing etc. It does not have to be their legal residence: N.J.S.A. 5:23-2,15(b)21
- Plans may be able to be drawn by a home owner for work on their legal residence, depending on their ability to make clear, concise plans. All others must be done by a licensed professional N.J.S.A. 5:23-2,15(f) 1 ix
- When work has been done by previous owners without permits, a Certificate of Continued Occupancy can be applied for in lieu of permits for the specific work. Inspectors are limited to only portions of the home that are visible or non-destructible. Electrical junction boxes, outlets, panel boxes, etc. must be open and able to be inspected. Plumbing piping in cabinets shall be visible without moving material stored in them. Once this inspection is completed and passed, a certificate will be issued and a report kept on file indicating what work had been done without permits and does not constitute a hazard at the time of the CCO inspection.
- If the CCO inspection finds that work has been done that required a permit under N.J.A.C. 2.14 and there is a hazard, an unsafe condition or an unsafe structure as listed in N.J.A.C. 5:23-2.32, a permit must be applied for the corrective work, inspections made and the work passed prior to receiving a certificate.
- When work has been done by the current owner, a permit must be applied for, inspections made and the work passed prior to receiving a final certificate.

**PENNSAUKEN TOWNSHIP**  
**Housing Resale Inspection Form**

Date of Application: \_\_\_\_\_

Settlement Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

This application shall serve as a request for a Housing Resale Inspection and Fire Inspection for the property noted below. To schedule your inspection and receive a copy of your report please remit the \$175.00 fee due upon completion of this application to:

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

Additionally, if it is your intent to convert this property into a rental property please go to ProChamps.com and register the property as a rental. There is a \$350.00 registration fee due upon the completion of that registration. Once you complete your registration and submit your payment contact Patte Magro to schedule your inspection.

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 of Buyer (s): \_\_\_\_\_

**Please forward the inspection results to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

\*I 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: \_\_\_\_\_ LB #: \_\_\_\_\_

**TOWNSHIP OF PENNSAUKEN  
AFFIDAVIT FOR THE ISSUANCE OF A  
TEMPORARY CERTIFICATE OF OCCUPANCY**

The execution of this document is a **mandatory requirement** for Buyer(s) requesting that the Township issue a Temporary Certification of Occupancy (TCO) in order to proceed to settlement. This document is required to be signed and notarized from the prospective buyer(s). The Township has the right to request a copy of legal documentation to confirm the status of the property.

I, \_\_\_\_\_ am/are the prospective buyer(s) for the property located at \_\_\_\_\_, Pennsauken, New Jersey. I/We have received the written Notice of Violation and Order to Correct with regard to the Housing Code inspection for the Resale/Transfer of Ownership for the above-listed residential property, dated \_\_\_\_\_. My/Our current address and contact phone information is as follows:

\_\_\_\_\_.

**Please circle and initial each item** listed below to indicate you **fully understand** every item included in your written report. This signed and notarized document must be submitted to our office **no later than five (5) full business days prior to settlement** to allow sufficient time to process your paperwork for settlement. **You must circle and initial each item before you submit this document.**

- I have received and reviewed the list of violations regarding the resale of the property, which is attached to this document. I **fully understand** the violations listed in the report.
- I **will accept** full responsibility for all violations, without condition, **including** work that may have been performed by the previous owner(s).
- I **will be responsible**, without condition, for any and all work performed by the previous owner(s) on this property that required a permit but was performed **without a permit**.
- I **will accept** full responsibility, without condition, to **obtain any/all permits** that may be required in order to satisfy all previous and/or current violations.
- If I have **any questions or need further explanation** regarding the report **prior to settlement**, it will be **my responsibility** as the buyer to contact the inspector listed on the written report to clarify any items that I do not understand.
- I **will be responsible**, without condition, to complete all repairs and call for all final inspections, including permit related work and previous permits not closed, within ninety (90) days of the date of settlement of this property.

- Should I fail to comply with any Township requirements, I understand that I may be subject to Municipal Court fines and penalties for failure to comply with the Transfer of Ownership. I **fully understand** that I have a maximum of ninety (90) days from the date of settlement of this property to make all required repairs and to schedule all final inspections. **I FULLY UNDERSTAND THAT IF I FAIL TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS AGREEMENT, A MUNICIPAL COURT SUMMONS WILL BE ISSUED SEEKING FINES AND PENALTIES.**
  
- I **fully understand**, without condition, that in the event I am unable to correct the violations within the ninety (90) day time frame, I must submit a written letter a minimum of five (5) days prior to the expiration of the temporary certificate to the Building Department requesting an extension to complete the corrections. I also **fully understand** that I must schedule and have a reinspection between five (5) and seven (7) days after my request for the extension so the progress I have made can be documented. Lastly, I **fully understand** that it is the Township who will make the decision if an extension will be given and how long that extension will be based on the results of the reinspection.
  
- If for any reason the sale of this property does not proceed to the scheduled settlement, I understand that I must inform the Township that I did not purchase the property and I must return the original Certificate of Occupancy issued to me by the Township.

*I/We make this Affidavit with full knowledge that (1) I/We have no questions or concerns regarding the violation list; (2) I/We accept fully responsibility and will comply with the transfer of ownership of the property within the required time frame; and (3) I/We respectfully request that the Township issue a Temporary Certificate of Occupancy to permit me to purchase this property.*

Buyer signature \_\_\_\_\_  
 Printed Name \_\_\_\_\_

Date Submitted \_\_\_\_\_

Buyer signature \_\_\_\_\_  
 Printed Name \_\_\_\_\_

Date Submitted \_\_\_\_\_

Sworn to and subscribed to before me  
 This \_\_\_\_\_ day of \_\_\_\_\_, 20 .

\_\_\_\_\_  
*Notary Public*



**Pennsauken Collingswood  
Fire Prevention & Inspection Bureau**

[www.twp.pennsauken.nj.us](http://www.twp.pennsauken.nj.us)

[www.collingswoodfire.com](http://www.collingswoodfire.com)

4700 Westfield Avenue  
Pennsauken, NJ 08110

P. (856) 665-0774  
F. (856) 662-0757

Lt. Daniel L. Kerr Jr.  
Fire Official

**Application for CSDCMAC  
Certificate of Smoke Detector & Carbon Monoxide Alarm Compliances  
(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 you occupy premises as primary residence? \_\_\_\_\_ Y \_\_\_\_\_ N

Buyers Name(s): \_\_\_\_\_

Buyers Address: \_\_\_\_\_

Inspection Requested by:

Agent Name/Company: \_\_\_\_\_

Day/Cell Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

**Fee Schedule – Based on Application Date**

>10 days prior to inspection appointment - \$75.00

<10 days prior to inspection appointment - \$150

**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 ext. 130, 131 or 132 or at 5605 N. Crescent Blvd Pennsauken NJ 08110 in the basement of the Municipal building.**



## Pennsauken Collingswood Fire Prevention & Inspection Bureau

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Lt. Daniel L. Kerr Jr.  
Fire Official

### SMOKE DETECTOR MINIMUM REQUIREMENTS

#### Type required based on Date of Construction:

- Pre 1975 – 10 year sealed battery powered only.
- 1975–1977 – Hard wired smoke detector on the uppermost level, 10 year sealed battery powered smoke detector on all other levels.
- 1977–1983 – Hard wired inter-connected smoke detector on the uppermost level and basement level and 10 year sealed battery powered smoke detector on all other levels.
- 1983–1991 – Hard wired inter-connected smoke detector on every level.
- 1991-Present – Hard wired inter-connected smoke detector with battery back up on every level and in each sleeping area (bedroom).

#### 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 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.



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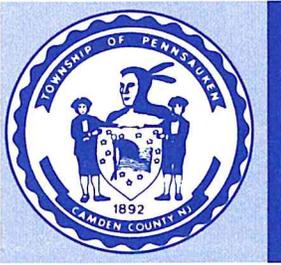
**Note:** All smoke detectors shall be mounted on the ceiling as least four (4) inches from the wall or on the wall with the top of the detectors not less than four (4) inches or more that twelve (12) inches below the ceiling at its highest point. Bedroom smoke detectors shall be mounted as close to 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 area(s). 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 OAND TWO FAMILY RESIDENCES**

1. At least one portable extinguisher shall be installed in all one and two family residences (except seasonal rentals) upon changes 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 (10 lbs.) 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.
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 purchased or receipt dated within the preceding 365 days is provided at the time of inspection.



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## SHED ACKNOWLEDGEMENT

I \_\_\_\_\_ understand that one or more shed or accessory structure is too close to the property line(s), and if it is moved or replaced, it will be placed in accordance with Pennsauken Township regulations. I understand that prior to the installation or placement of an accessory structure, Zoning and any other applicable requirements must be met.

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_  
Buyer signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Buyer signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Sworn to and subscribed to before me

This \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public