



TOWNSHIP of Pennsauken

CAMDEN COUNTY, NEW JERSEY

(856) 665-1000
FAX (856) 665-2749

INCORPORATED 1892

Jack Killion John Kaeib
Mayor Deputy Mayor

Ed Grochowski
Administrator

Gene Padalino
Township Clerk

Township Committee: John Figueroa Bill Orth Rick Taylor

The Law Firm of
Timothy J. Higgins
Municipal Attorney

ATTENTION ALL REALTORS & HOMEOWNERS:

Pennsauken Township Committee passed **Ordinance 2010:34** on January 12, 2011 which requires all one and /or two family dwellings prior to resale to be inspected both on the interior and exterior. 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.

These changes will become effective February 1, 2011.

Planning well in advance will also ensure ample time for the seller to correct any violations, make repairs, and to obtain the necessary permits in order to complete the resale of the property.

Please note that the failure to obtain permits for prior work done on the property will be included in the list of interior violations. 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 is *your responsibility* as the *property owner* to obtain the permits as soon as you receive your inspection results to avoid any delays.

A copy of the recently adopted amendment to our inspection process is attached for your convenience with the new fee schedule and required inspection requirements.

Thank you for your kind cooperation with our residential resale process.

Pennsauken Property Maintenance Department

Municipal Building, 5605 N. Crescent Boulevard, Pennsauken, New Jersey 08110

ORDINANCE NO. 2010: 34

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

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

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

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

Section 2. Chapter 114 Section 8 B (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 8 B (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 reinspection. Any additional inspection or a reinspection 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 or 131 with the permit numbers to schedule an inspection. There is no cost to do this.
- A homeowner can do their own plumbing work on their legal residence. All others must use a NJ licensed plumber. N.J.A.C. 5:23-2.15(b)2i
- A homeowner can do their own electrical work on their legal residence. All others must use a NJ licensed electrician. N.J.A.C. 5:23-2.15(b)2i
- 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.A.C. 5:23-2.15(b)8ii
- Plans may be able to be drawn by a homeowner 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.A.C. 5:23-2.15(f)1ix
- When work has been done by previous owners without permits, a Certificate of Continued Occupancy (CCO) 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 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.

Date of Application: _____

Township of Pennsauken

5605 N. Crescent Blvd.

Pennsauken, NJ 08110

ATT: Building Department

Barbara M. Nardi – 856-665-1000 ext. 134

Property Address: _____

Settlement Date: _____ Title Co: _____ Phone: _____

Name of New Buyer(s): _____

Status of Property: ___ Vacant ___ Rental or Future Rental ___ Owner Occupied

This memo shall serve as a request for a Housing Code Inspection regarding the above referenced property for resale. A fee of \$100.00 made payable to the Township of Pennsauken is due upon completion of this application to schedule the initial inspection as well as a self-addressed stamped envelope in order to receive your written report. If the property will be a Rental, the Rental fee will be paid as well as the Housing Code Inspection fee at the time of the inspection request.

Please forward inspection results to:

Name: _____

Address: _____

City, State, Zip: _____

Office Phone #: _____ Fax#: _____

Cell Phone #: _____ Email: _____

PENNSAUKEN - COLLINGSWOOD FIRE PREVENTION & INSPECTION BUREAU



4700 Westfield Avenue
Pennsauken, New Jersey 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 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(s): _____

Buyers Address: _____ Phone# (____) _____

Inspection Requested by:

Agent Name/Company _____

Day/Cell Phone# (____) _____ Fax# (____) _____

Fee Schedule - Based on Application Date

>10 days prior to Inspection appointment - \$50.00

4 to 10 days prior to Inspection appointment - \$85.00

<4 days prior to Inspection Appointment - \$140.00

All re-inspections are an additional \$50.00

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 x130, or 5605 N. Crescent Boulevard in the basement of the municipal building.

www.twp.pennsauken.nj.us
www.collingswoodfire.com

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Lt. Daniel L. Kerr Jr.
Fire Official

PLACEMENT OF SMOKE DETECTORS FOR ONE AND TWO FAMILY RESIDENCES

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.

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.

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PLACEMENT OF CARBON MONOXIDE (CO) DETECTORS FOR ONE AND TWO FAMILY RESIDENCES

A carbon monoxide (CO) alarm or detector shall be located within ten (10) feet of each bedroom. 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 manufactures 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 **1A: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.
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.

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