



BOROUGH OF PENNS GROVE

HOUSING OFFICE

West Main & State St.
PO Box 527
Penns Grove, NJ 08069
(856) 299-0098 ext. 101

CERTIFICATE OF OCCUPANCY APPLICATION

Fee: \$50 Due (Cash, Check, Money Order) Prior to Scheduling Inspection CO# _____ REG# _____

Date: _____ Rental ☐ Sale/Transfer of Ownership ☐

Block _____ Lot _____ Property Address _____

Owner/Seller's Name _____

Mailing Address _____

City _____ State _____ Zipcode _____

*If using a PO Box, you must include a physical address as well: _____

Phone _____ Cell _____

Fax _____ Email _____

Has this Property been registered with the Landlord Licensing Office? Yes ☐ No ☐ N/A ☐

List names and ages of all occupants, including children:

_____	Age _____	Gender _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If a sale or transfer of ownership, provide:

Name of Buyer/New Occupant _____ Phone _____ Email _____

Current Address of New Occupant _____

Realtor/Rental Agent (if applicable) _____ Agency _____
Address _____

Phone _____ Cell _____ Email _____

Please Note: Reinspections and corrections **must** be made **before** tenants are permitted to move in.

Office Use Only

Date & Time of Inspection _____ Pass ☐ Fail ☐

Date & Time of Reinspection _____ Pass ☐ Fail ☐

Date & Time of Third Inspection _____ Pass ☐ Fail ☐

Fee Paid \$ _____ Date: _____ Check # _____ Cash ☐ Rec'd By _____

Are Taxes Current? Yes ☐ No ☐ Delinquent Amount Due \$ _____

Open Permit? Yes ☐ No ☐ Permit No. _____



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TO ALL PROPERTY OWNERS:

Please be sure that your property is ready for inspection. Any request for a Re-Inspection must be made to the Housing Office **in writing** no later than 30 days from the initial inspection. The \$50.00 initial application fee for a Certificate of Occupancy covers the initial inspection and **one (1)** re-inspection. Each subsequent inspection is \$50.00. Failure to appear for your inspection without canceling first will be considered an inspection and you will be charged for your re-inspection(s).

If you have any questions, please feel free to contact the Housing Office.

By signing below, you agree that you are aware of the re-inspection rules and that you have received the dwelling checklist.

Owner/Authorized Agent

Date:



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Dwelling Location: Block _____ Lot _____
Street _____

- ☐ Smoke detectors and carbon monoxide alarms are located on every level of the residence (basement, first floor, second floor), excluding crawl space and unfinished attics.
- ☐ Smoke detectors inside each separate sleeping area; and within 10 feet of bedrooms.
- ☐ Smoke detectors are located in basement and/or unfinished attic.
- ☐ All smoke detectors and carbon monoxide alarms are in working order.

This is a story dwelling ☐With ☐Without a basement.

____ Applicant ____ Inspector certifies that all statements and information made and
(initial) (initial)
provided as part of this certification are true to the best of his/her knowledge, information and belief.

Signature _____ Date _____
 Title _____

ACKNOWLEDGMENT REGARDING APPLICABLE ORDINANCES

The following are the Borough of Penns Grove ordinances regarding the requirements for a Certificate of Occupancy and Landlord Registration. These ordinances are being strictly enforced. Please read and sign this notice and return with your application.

§ 106-5. Requirements for issuance; correction of violations.

A. No certificate of occupancy shall be issued for a dwelling unit unless the condition of the same complies with all of the ordinances of the borough now in existence or hereafter enacted pertaining to building, plumbing, electrical, zoning, health, safety, fire or fire prevention and minimum housing standards and all departmental regulations established pursuant to said ordinances or laws.

B. The owner of the inspected property shall be responsible for the correction of violations as indicated in the written notification by the Housing officer or his representative to the owner. Upon correction of the violations, the owner of the inspected property shall notify, in writing, the Housing Officer in order that a reinspection for the purpose of requiring correction of the earlier violations may be made. This procedure shall be followed and repeated until all violations have been corrected.

C. No certificate of occupancy shall be issued for a dwelling unit or commercial institution unless all real property taxes for land and improvements upon which the dwelling unit or commercial institution is located and all water and sewer charges related thereto are paid in full. Any applicant for a certificate of occupancy shall, upon the request of the Housing Officer, produce said proof of payment. [Added 5-19-1987 by Ord. No. 87-5; 3-19-1996 by Ord. No. 96-6]

§ 107-1. Purpose

The purpose of this chapter is to give notice of the intention of the Borough of Penns Grove to require compliance with N.J.S.A. 46:8-27 et seq., and amendments thereto, requiring every landlord to file a certificate of registration and to supplement that Act.

§ 107-2. Tenant information.

In addition to the statutory requirements set forth for the certificate of registration, the landlord shall set forth the names and ages of all tenants in the rental unit.

I have read and understand the above ordinance of the Borough of Penns Grove and I agree to comply fully with the requirements of this ordinance.

Owner/Authorized Agent Signature

Dated:





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CERTIFICATE OF OCCUPANCY DWELLING CHECKLIST

EXTERIOR

GENERAL

- House #
- Condition of Painted Surfaces
- Grass and Trash
- Sidewalks in good condition
- Roof (certification may be required)
- Electrical Service (certification may be required)
- Gutters and downspouts
- No abandoned vehicles
- No standing water
- Soffit & Fascia

DECKS, PATIOS, PORCHES

- Handrails/guardrails
- Steps
- Walking surfaces

GARAGES

- Floors, walls, ceilings in good condition
- Electrical outlets and fixtures

SWIMMING POOLS

- Pool must be operations
- Fence required at pool entrance

INTERIOR

KITCHEN

- Hot water
- Plumbing fixtures in working order (no leaks)
- Door – Exterior doors are not allowed to have a removable key on the interior
- Appliances – stove must have anti tilt device installed as per manufacturer instructions and be in clean and working order; Stoves are required in house, fridge is optional
- Cabinets – clean and in good condition
- Floors, walls, ceilings – in good condition
- Windows and screens – operational and no holes in screens
- Electrical outlets and fixtures – in working order, receptacles w/in 6ft of water must be GFI protected
- Mounted Fire Extinguisher

BATHROOMS

- Hot water
- Plumbing fixtures in working order (no leaks), water should drain promptly
- Cabinets – clean and in good condition
- Floors, walls, ceilings – in good condition
- Electrical outlets and fixtures – in working order, receptacles w/in 6ft of water must be GFCI protected
- Exhaust fan required in no window in room

BEDROOMS

- Door, good condition, hinged, knobs tightened
- Floors, walls, ceilings – in good condition, carpet clean
- Windows and screens – operational with no holes in screens
- Electrical outlets and fixtures – in working order
- CARBON MONOXIDE DETECTOR W/IN 10 FT OF BEDROOMS
(in hallway next to smoke detector)

LIVING ROOM, DINING ROOM

- Floors, walls, ceilings – in good condition, carpet clean
- Windows and screens – operational with no holes in screens
- Electrical outlets and fixtures – in working order

BASEMENT

- Handrail/Guardrail on open sides of stairs
- Floors, walls, ceilings – in good condition
- Smoke Detector at top of stairs
- Electrical outlets and fixtures – in working order
- Windows
- Sump pump – NO water in basement

CRAWL SPACE

- Vent openings
- Sump pump

HEATING SYSTEMS

- Emergency shut off switch
- Chimney Certification may be required

ATTIC

- Handrails
- Floor surface
- Electrical outlets and fixtures

SMOKE DETECTORS

- 1 on each level of dwelling, including basement
- 1 outside each separate sleeping area
- Inside ALL Bedrooms

***PLEASE NOTE THAT ALL TRASH AND DEBRIS MUST BE REMOVED FROM THE PROPERTY

FOR FORTHER INFORMATION PLEASE CALL 856-299-0098 x 101