

**CERTIFICATE OF CONTINUED OCCUPANCY  
REQUEST FORM**



**PROPERTY INFORMATION**

<b>Address</b>	
<b>Owner Name</b>	
<b>Owner Telephone No.</b>	
<b>Block (if known)</b>	<b>Lot (if known)</b>
<b>Qualifier (if known)</b>	
<b>Will this Property be Rented</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, then the owner must be registered as a landlord with the Clerk's Office and registration must be completed prior to scheduling an inspection	
<b>Closing Date/Move in Date</b>	

**CONTACT INFORMATION**

<b>Contact name</b>	
<b>Contact Telephone No.</b>	
<b>Contact Email</b>	
<b>Signature</b>	<b>Date</b>
<b>FEES:</b>	
\$100	Single Family/Townhouse (with one re-inspection)
\$75	Condo/Mobile Home or Rental (with one re-inspection)
\$50	Second Re-inspection

**INSTRUCTIONS/PROCEDURE:**

1. Please complete the form which can be sent by mail or dropped off to the Construction Office with check, money order or **exact cash** made payable to Township of Robbinsville.
2. If you have any questions, please contact Patricia Dupp at 609-259-3600 Ext. 136 or email [pdupp@robbinsville.net](mailto:pdupp@robbinsville.net). **Office Hours are 7:30 a.m.-3:30 p.m.**
3. Please note that all inspections are scheduled **Monday thru Thursday between 4 pm & 5 pm only**. Once a Certificate of Continued Occupancy is issued it is valid for **60 days**.

**OFFICE USE ONLY**

<b>Registered as Landlord?</b>
<b>Dates of Inspection</b>
<b>Open permits?</b>

*Housing Inspector*  
Ronald A. Gafgen

**INFORMATION SHEET FOR  
RESIDENTIAL CERTIFICATE OF OCCUPANCY (CO) INSPECTIONS**

The following information is provided to assist property owners and realtors selling residential real property of certain requirements and common violations in CO inspections. The information is not intended to be an inclusive list. The CO inspection for each property may reveal additional violations that must be addressed, or other requirements that must be complied with, before a CO can be issued by the Township.

**State Mandated Requirements**

- New Jersey regulations require portable fire extinguishers to be placed within 10 feet of the kitchen. The fire extinguishers have to be the "ABC" type, less than 10 pounds. The extinguisher **does not** have to be mounted.
- Smoke Detectors are required on every level of a home including the basement, excluding crawl spaces and unfinished attics.
- Carbon Monoxide Detectors are required no more than 10 feet **outside** each bedroom door. The Carbon Monoxide Detectors can be either battery or electric operated.

**Common Violations**

- Cracked window glass.
- Windows with broken seals (moisture or cloudiness between panes of glass).
- Leaky pipes and faucets.
- Exposed wiring, i.e. uncovered junction boxes, switches and outlets; wire nuts.
- Handrails are required on all stairways four steps or more (standing at the bottom of the stairway each time you lift your knee going up is considered a step).
- Peeling paint.
- Seal around furnace flues at the chimney.
- All pools must have enclosures with self-closing self-latching gates. The gates must swing away from the pool.
- Garbage disposals are not permitted under kitchen sinks, when homes are serviced by public sewer.

**Notes for Homes with Private Wells and Septics**

- Provide a water test result of the Private Well Testing Act (PWTA) results.
- Provide a Septic Report, using the State *Onsite System Inspection Form* completed by a licensed septic inspector.