

**TOWNSHIP OF LOGAN, NEW JERSEY**  
Application for Change in Occupancy  
Pursuant to Chapter 119-2  
PO Box 314  
125 Main Street  
Bridgeport, NJ 08014  
Phone (856)467-3424 Ext. 3017 Fax (856)467-9260

**ADDRESS OF DWELLING TO BE INSPECTED:**

Block \_\_\_\_\_ Lot \_\_\_\_\_ Structure Vacant: Yes \_\_\_ No \_\_\_ Utilities On: Yes \_\_\_ No \_\_\_

**CURRENT OWNER:**

NAME \_\_\_\_\_ TELEPHONE # AND EMAIL ADDRESS \_\_\_\_\_

\_\_\_\_\_  
CURRENT ADDRESS

**REALTOR/REPRESENTATIVE:**

CONTACT: \_\_\_\_\_ TELEPHONE/EMAIL: \_\_\_\_\_

RESALE \_\_\_\_\_ RENTAL \_\_\_\_\_ SETTLEMENT DATE: \_\_\_\_\_

BUYER/TENANT \_\_\_\_\_ SELLING PRICE \_\_\_\_\_

OCCUPANTS NAMES: \_\_\_\_\_

**TYPE OF STRUCTURE:**

COMMERCIAL \_\_\_\_\_ RESIDENTIAL \_\_\_\_\_ OTHER: \_\_\_\_\_

SINGLE FAMILY \_\_\_\_\_ CONDO/TOWNHOUSE \_\_\_\_\_ DUPLEX \_\_\_\_\_ APARTMENT \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER SIGNATURE

\$40.00 Inspection Fee: Received By \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Date: \_\_\_\_\_

\$20.00 Re-inspection Fee: Received By \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Date: \_\_\_\_\_

Signature for Re-inspection \_\_\_\_\_

Note: Inspections Monday through Thursday between 10:00AM -12:00PM/1:00-2:00PM  
Please allow ample time in order to meet settlement deadline (minimum of ten  
(10) days). Application is valid for 90 days from date of application.

**SCHEDULING CONTACT NAME & TELEPHONE:** \_\_\_\_\_

**WHERE TO LOCATE SMOKE DETECTORS:**

Detectors are to be located on every level of a residence, (basement, first floor, second floor) excluding crawl spaces and unfinished attics, and in every separate sleeping area, between sleeping areas and living areas such as the kitchen, garage, basement or utility room. In homes with only one sleeping area on one floor, a detector is to be placed in the hallway outside each sleeping areas in single floor homes with two separate sleeping areas, two detectors are required, outside each sleeping areas. In multi-level homes, detectors are to be located outside sleeping areas and at every finished level of the home. Basement level detectors are to be located in close proximity to the bottom of basement stairwells.

**WHERE NOT TO LOCATE SMOKE DETECTORS:**

To alarm false alarms and/or improper operation, avoid installation of smoke detectors in the following areas:

Kitchen -smoke from cooking may cause nuisance alarm

Bathrooms- excessive steam from a shower may cause a nuisance alarm.

Near forced air ducts used for heating or air conditioning air movement may prevent smoke from reaching detector.

Near furnaces of any type-air and dust movement and normal combustion products may cause a nuisance alarm.

The 4 inch "Dead Air"space where the ceiling meets the wall, as shown in Figure 5.

The peak of an "A" frame type of ceiling-"Dead Air" at the top may prevent smoke from reaching Detector.

**CARBON MONOXIDE ALARMS** are to be located in every separate sleeping area per NFPA 720 and manufacturer's recommendations.

**FURTHER INFORMATION ON DETECTOR PLACEMENT:**

For further information about detector placement consult the National Protection Association's Standard No. 74-1984, titled "Household Fire Warning Equipment". This publication may be obtained by writing to The Publication Sales Department, National Fire Protection Association, Batterymarch Park, Quincy, MA 02269.

**WHERE TO LOCATE FIRE EXTINGUISHER:**

Within 10 feet of the stove and located in the exit or travel path; and is visible and in a readily accessible location. The top of the fire extinguisher is not more than 5 feet above the floor and is Mounted using manufacturer's hanger or brackets. Minimum size of 2A:10B: C and weigh no more than 10 pounds, is accompanied with the owner's manual or with the proper written instructions. The extinguisher is listed, labeled, charged and operable. The extinguisher must have been serviced and tagged by a contractor certified by the New Jersey Division of Fire Safety within the past 12 months or seller must provide a recent proof of purchasing receipt.

Fire extinguisher must be a minimum of 5 pounds A,B,C extinguisher and must be mounted in the kitchen or not more than 10 feet from the kitchen stove in plain view and no higher than 5 feet From the floor.

All utilities must be turned on.

All batteries in smoke detectors and CO detectors must be working.

All pets must be restrained.

Well certification and septic certification required if applicable.

**ALL OPEN CONSTRUCTION PERMITS  
MUST HAVE INSPECTIONS AND  
MUST PASS INSPECTIONS**

LOGAN TOWNSHIP CERTIFICATE OF OCCUPANCY CHECKLIST

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

INSPECTION ITEMS/VIOLATIONS/STATUS	YES	NO
Certificate of Occupancy Issued		
Building in Compliance		
<b>Environmental Requirements</b>		
Yard, Grass Maintained		
Trash Cans Provided		
Exterior grade & drainage adequate		
Exterior free of animal waste		
House # in place		
<b>Accessory buildings in good condition</b>		
Maintenance of streets & sidewalks		
<b>Exterior Maintenance</b>		
Foundation walls in good repair		
Exterior walls in good repair		
Roof is in good repair and provided gutters & downspouts		
Porches in good condition		
Guardrails, handrails in good repair		
Exterior of windows and doors in good condition		
Tight within frames		
Broken or missing glass		
Caulking satisfactory		
Open and close easily		
Basement windows and hatchways/Bilco doors in good repair		
Insect screens and rodent guards and screens on window and doors		
Swimming pool properly located by zone		
Pool provided with adequate fencing		
<b>Interior Structure</b>		
Building free of dampness		
There are no structural defects noted		
Interior stairs good condition		
Handrails and guardrails installed		
Bathroom floors in good condition		
Other interior floors in good condition		
Private Well Testing Act Well Certification		
Walls and other exposed surfaces are in good repair		
Building free of insects and rodents- Cert may be required		
<b>Occupancy Requirements</b>		
Toilets functioning properly		
Sinks functioning properly		
Tubs and showers in good repair		
Plumbing free of leaks and drainage is adequate		
Water heater good condition and providing adequate water temperature		
Heating facilities operational and maintained		
Junk motor vehicles no uninsured/unregistered motor vehicles on the property		
<b>Installation and Maintenance</b>		
Obvious plumbing defects throughout unit		
Heating accessories maintained and working order		

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Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

Electric service provided with minimum amperage		
Exits maintained safe and unobstructed		
<b>Light and Ventilation</b>		
Natural and artificial light and ventilation adequate in:		
1. Bedrooms		
2 .Bathrooms		
3. Halls and living area		
Sufficient electric outlets provided		
Bathroom ventilation has window or mechanical ventilation		
<b>Min. Req.Safety From Fire</b>		
Smoke detectors, carbon monoxide alarms, and fire extinguisher located in appropriate areas		
Is there flammable liquid storage?		
Is there a kerosene heater?		
<b>Responsibility of Occupants</b>		
Dwelling unit is clean and sanitary		
Recycling cans maintained		
Interior clean of animal waste		
Rooming House		
Multifamily Apartment Complex		
Single Family Dwelling		
Duplex		