

TOWNSHIP OF LOGAN, NEW JERSEY
OFFICE OF CONSTRUCTION OFFICIAL
P.O. Box 314
125 Main Street
Bridgeport, New Jersey 08014
Phone (856) 467-3626 Fax (856) 467-9260

APPLICATION FOR CERTIFICATE OF OCCUPANCY

NOTE: ALL UTILITIES MUST BE ON PRIOR TO INSPECTION

ADDRESS TO BE INSPECTED: _____

BLOCK: _____ LOT: _____ IS THE DWELLING VACANT? YES _____ NO _____

REAL ESTATE AGENT INFO:

OWNER'S NAME: _____

ADDRESS: _____

TELEPHONE #: _____ TELEPHONE #: _____

FAX #: _____ FAX #: _____

RESALE _____ RENTAL _____ OTHER _____ SETTLEMENT DATE: _____

BUYER/TENANT _____ SELLING PRICE: _____

TYPE OF DWELLING: _____ SINGLE FAMILY _____ DUPLEX
_____ TOWNHOUSE _____ MOBILE HOME
_____ APARTMENT _____ COMMERCIAL

OCCUPANT(S) NAME(S): _____

THE NUMBER OF PERSONS WHO WILL OCCUPY THE DWELLING: _____

CURRENT OWNER'S SIGNATURE DATE

OFFICE USE ONLY: \$40.00 INSPECTION FEE
RECEIVED BY: _____
DATE RECEIVED: _____
CHECK NUMBER: _____ CASH: _____

IMPORTANT NOTICE:
REQUIREMENTS FOR SMOKE/CARBON MONOXIDE/FIRE EXTINGUISHER
INSPECTION

ALL seasonal and year round rental units require a Smoke/Carbon Monoxide/Fire Extinguisher Certificate inspection. A Certificate is also required prior to the sale of any residential property. Please note this Certificate is non-transferable and if recently purchased, and renting, will require a new Certificate inspection.

CARBON MONOXIDE DETECTORS

As of February 2003, the New Jersey State Department of Community Affairs, Division of Fire Safety, requires all buildings containing:

1. any natural gas (this includes, but not limited to: gas burning appliance, i.e. stove, heater, water heater, clothes dryer, etc.), and/or
2. any fireplace (used or not; including wood burning) and/or,
3. any propane, kerosene or oil, and/or
4. have an attached, enclosed garage

anywhere in the building, to have a carbon monoxide detector. They are to be placed within 10 feet of bedrooms/sleeping area, in a common area. If an electrical outlet is not available in this area, then a battery-powered unit must be installed. If there are bedrooms/sleeping areas located on multiple levels, a carbon monoxide detector is required on each level. A detector must be placed on each floor that has bedrooms/sleeping areas. **Please follow manufacturer's directions regarding placement and installation of the particular brand of detector you purchased.**

HARDWIRED SMOKE DETECTORS

Per the City of Ocean City Municipal Ordinance, Volume I, 13-8.2 (b), it is illegal to downgrade hardwired smoke detectors to battery-operated smoke detectors or to a battery combination CO/smoke detector. Any and all hardwired prevention detectors must be maintained in working order.

FIRE EXTINGUISHER REQUIREMENT

Effective November 1, 2005, the New Jersey State Department of Community Affairs, Division of Fire Safety, requires at least one portable fire extinguisher to be installed in all one and two-family dwellings (except seasonal rental units) upon change of occupancy (this includes a sale of property and year round tenant(s)). The extinguisher shall be listed, labeled, charged, and operable; the size shall be no smaller than 2A:10B:C, rated for residential use and weigh no more than 10lbs; hangers or brackets supplied by manufacturer must be used; the extinguisher must be located within 10 feet of the kitchen; the top of the extinguisher must not be more than 5 feet above the floor; the extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items; the extinguisher must be near a room exit or travel path that provides an escape route to the exterior; the extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher; and lastly, the extinguisher must be installed with the operating instructions clearly visible.

12-4 HOUSE AND BUILDING NUMBERS

12-4.7 Visible from street. The size, manner of placement and location of the numbers shall be such as will permit them to be clearly visible from the street and alley if such property is located on an alley. (Ord. #826, § 8; Ord. #04-18., § 1)

12-4.8 Building Numbers on Boardwalk Properties. Each commercial building on the Ocean City boardwalk shall be required to have its building number placed on both the boardwalk and street sides of the building. Each number shall be at least four (4") inches in height and shall be located adjacent to an exit door of the building. In the event the building does not have an exit door on the street side of the building, the building number shall be placed at least six (6') feet above the building's first floor elevation. (Ord. #02-35. § 2)

The carbon monoxide detector inspection, the smoke detector inspection, and fire extinguisher inspection will be done at the same time. The inspection fee is \$50.00. If you have any questions, please call (609)399-6111, ext. 9727, between 9:00 am and 4:00 pm. Thank you.

CHECKLIST

EXTERIOR

Per Logan Township Code Chapter 99-20 B. (1)

If a resident moves, the container assigned to that residence must be left behind for the new resident. It is a precondition of obtaining a certificate of occupancy to account for all leased containers registered to that residence.

All exterior property and premises shall be maintained in a clean, safe and sanitary condition.

All premises shall be graded and maintained to prevent the accumulation of stagnant water.

All sidewalks, walkways, stairs, driveways, parking spaces and similar areas must be level with no excessive deterioration or tripping hazards.

Yards, all grass and weeds must be properly maintained.

Pipes, ducts, conductors, fans or blowers shall not discharge upon abutting an adjacent public or private property.

All accessory structures including detached garages, fences, and walls shall be maintained structurally sound and in good repair.

All gates which are required to be self-closing shall be maintained.

Swimming pools shall be maintained in a clean and sanitary condition and in good repair.

The exterior of a structure shall be maintained in good repair, structurally sound and sanitary.

All exterior surfaces shall be maintained in good condition. Exterior wood surfaces other than decay resistant wood, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints as well as those between the building envelope and perimeter of windows, doors, and skylights shall be maintained weather resistant and water tight.

Premises shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. Figures shall be at least three inches high. (Ordinance No. 25-1992)

All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.

Foundation walls shall be maintained plumb and free from open cracks and breaks shall be kept in such condition so as to prevent the entry of rodents and other pests.

Exterior walls shall be free from open holes, breaks and loose or rotting materials and maintained weatherproof.

Roof and flashing shall be sound and tight. Roof drains, gutters and downspouts shall be maintained. Roof water shall not be discharged in a manner that creates a public nuisance. A roofing certification may be required.

Exterior stairway, deck, porch and balcony and all appurtenances attached thereto shall be maintained structurally sound and in good repair.

Chimney must be sound. A chimney certification will be required.

Handrails and guards shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

Windows, skylights, doors, and frame shall be kept in sound condition. Double pane windows with moisture will need to be replaced.

Window and door glass must be properly glazed, (putty around glass) and weather tight.

Window other than a fixed window shall be easily open able and capable of being held in position by window hardware.

Every door, window and other outside openings shall be supplied with tight fitting screens.

Exterior doors, door assemblies and hardware shall be maintained in good condition. Primary means of egress doors shall be readily open able from the side egress is made without the use of a key or special knowledge or effort. Key operation shall be permitted from a dwelling unit provided that the key cannot be removed from the lock when the door is locked from the side which egress is to be made.

INTERIOR

Interior of a structure and equipment shall be maintained in good repair and in a clean and sanitary condition.

Interior doors shall fit reasonably well and be capable of being opened and closed.

Premises must be free of insect infestation. Inspections for terminate infestation or damages are not the responsibility of the Township Inspector.

Bathrooms and toilet rooms shall have at least one open able window, except that a window shall not be required in such spaces equipped with mechanical ventilation

discharged to the outdoors.

Clothes dryer exhaust systems shall be independent of all other systems and shall convey moisture and any products of combustion to the outside of the building.

PLUMBING

Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passageway to a hall or other space.

All plumbing fixtures shall be properly installed and maintained in working order and shall be kept free from obstructions, leaks, and defects. A plumbing certification may be required.

Every sink, lavatory, bathtub or shower, water closet or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. All sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water.

The water supply system shall be installed and maintained in order to supply sufficient volume and pressure to enable the fixtures to function properly.

All plumbing fixtures shall be properly connected to either a public sewer system or to an approved private sewage disposal system.

MECHANICAL

Heat must be supplied to all habitable rooms. A heating certification is required. Cooking appliances shall not be used to provide space heating to meet these requirements.

All mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition.

All fuel-burning equipment and appliances shall be connected to an approved chimney or vent. A chimney certification will be required.

All required clearances to combustible materials shall be maintained.

Safety controls for fuel-burning equipment shall be maintained.

A supply of air for complete combustion of the fuel and for ventilation of the space containing the fuel-burning equipment shall be provided.

ELECTRICAL

Dwelling units shall have an electrical service having a rating of not less than 60 amperes.

Where it is found that the electrical system in a structure constitutes a hazard by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the defects shall be corrected.

All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.

Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. Every bathroom shall contain at least one receptacle. Any new bathroom receptacle outlets shall have ground fault circuit interrupter protection.

FIRE SAFETY REQUIREMENTS

Approved single station smoke alarms shall be installed in existing dwelling units. Single station smoke alarms shall be battery operated or shall receive their primary power from the building wiring.

Carbon Monoxide Alarms are required to be provided in the immediate vicinity of all sleeping rooms in all buildings that contain fuel-burning appliances or have an attached garage.

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REINSPECTION APPLICATION FOR A CERTIFICATE OF OCCUPANCY

BLOCK: _____ LOT: _____

OWNER'S NAME: _____

ADDRESS: _____

TELEPHONE: _____

REALTOR: _____

ADDRESS: _____

TELEPHONE: _____

OFFICE USE ONLY: \$20.00 REINSPECTION FEE:

RECEIVED BY: _____

DATE RECEIVED: _____

CHECK NUMBER: _____

CASH