

REQUEST FORM

PROPERTY INFORMATION

PROPERTY ADDRESS: _____

OWNER ADDRESS: _____

CITY: _____ STATE: _____

OWNER CELL #: _____ BLOCK: _____ LOT: _____ Q: _____

DOES PROPERTY HAVE PUBLIC:

SEWER/WATER: YES _____ NO _____ SEPTIC/WELL: YES _____

WILL PROPERTY BE RENTED: YES _____ NO _____

NOTE: 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.

CLOSING DATE/MOVE IN DATE: _____

CONTACT INFORMATION

CONTACT NAME: _____

CONTACT CELL PHONE #: _____

CONTACT EMAIL: _____

SIGNATURE: _____ DATE: _____

FEES

\$100 SINGLE FAMILY/TOWNHOUSE

\$75 CONDO/MOBILE HOME/RENTAL

\$50 ALL REINSPECTIONS

INSTRUCTIONS/PROCEDURE:

1. Please complete the form which can be sent by mail or dropped off to the Construction Office with check, money order made payable to Township of Robbinsville, credit card or **exact cash**.
2. If you have any questions, please contact Sandy Delorenzo at 609-259-3600 Ext. 1113 or email SandyD@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 3:30pm & 6:00pm only**. Once a Certificate of Continued Occupancy is issued it is valid for **60 days**.

DIRECTOR OF INSPECTIONS: ROGER FORT

OFFICE USE ONLY

REGISTERED AS LANDLORD? _____ OPEN PERMITS? _____

DATE OF INSPECTION: _____ LOCK BOX # _____

**INFORMATION SHEET FOR
RESIDENTIAL CERTIFICATE OF CONTINUED OCCUPANCY (CCO) INSPECTIONS**

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

State Mandated Requirements

- Smoke Detectors are required on every level of a home including the basement, excluding crawl spaces and unfinished attics. Battery operated smoke detectors **SHALL HAVE 10 YEAR SEALED BATTERY**.
- Carbon Monoxide Detectors are required no more than 10 feet **outside** the bedroom door. The Carbon Monoxide Detectors can be either battery or electric operated.

Most Common Violations NOTE: not a complete list

- Cracked window glass or windows with broken seals (moisture or cloudiness between panes of glass)
- **NO** Anti-tip device (bracket) installed for the stove.
- Leaky pipes and faucets.
- Exposed wiring, i.e. uncovered junction boxes, switches and outlets; exposed wire nuts.
- Handrails are required on all stairways four steps or more (standing at the bottom of the stairway each time you lift your leg 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.

Note: 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.

