



TOWNSHIP OF FLORENCE

711 BROAD STREET • FLORENCE, NEW JERSEY 08518-2323

PHONE: (609) 499-2525 • WWW.FLORENCE-NJ.GOV

Residential Change of Tenant/Occupancy/Ownership Continued Certificate of Occupancy (CCO) Inspection

INITIAL FEES PER UNIT: \$165

ADDITIONAL FEES: \$35 1st re-inspection; \$50 2nd re-inspection; \$75 3rd re-inspection; \$100 for 4th and any subsequent re-inspections.

New fees beginning November 1, 2024. Ordinance 2024-16

Property Address _____

Block _____ Lot _____ # of Units _____

(Check box) ☐ Buyer ☐ Tenant ☐ Tenant becoming an Owner

Name _____

Mailing Address _____

Telephone # _____

Email Address _____

Owner Information

Name _____

Mailing Address _____

Telephone # _____

Email Address _____

Agent/Representative _____

BELOW FOR OFFICE USE ONLY

Application # _____

Inspection Date _____ Time _____ Inspection Fee _____ Col. By _____

Date Paid _____ Method Of Payment _____ Notes _____

IMPORTANT HOUSING INSPECTION INFORMATION

In the course of conducting its housing inspection program, the Township of Florence does not represent the interests of any Seller, Buyer, Owner, Landlord or Tenant nor does the Township of Florence place one party's interests above that of another.

The housing inspection conducted by Florence Township is the basis for the issuance of a Continued Certificate of Occupancy as required by Chapter 116, Florence Township Code. Its use is for that intended by the Township of Florence ONLY and not for any other purpose. It is not intended to be equal in scope to that of a housing inspection conducted by a private firm, nor is it intended to be used as a substitute for a private housing inspection.

The information recorded on the Housing Inspection report is that as seen by the Housing Inspector at the time of the inspection. It is not a fail-safe inspection and many factors influence the scope and quality of the inspection. Time constraints, accessibility to areas, furniture or storage restrictions, distractions, concealment, subject expertise, weather, all effect the housing inspection. It is not a perfect inspection and at times some things are missed or sometimes mistakenly not written on the report. An item missed does not exempt it from being cited for required repair at a subsequent inspection. A CCO is issued when the Housing Inspector determines that the property's overall condition, at that particular time, is such that the interests of Florence Township have been met and CCO issue is warranted. It does not mean that the property is free of defects or has no unsatisfactory conditions.

It is emphasized that the report of Inspection is as of the day of the housing inspection and that the property can continue to be accessed by others until its change of occupancy. Just prior to change of ownership or occupancy, the incoming party should conduct a walk-through inspection.

FLORENCE TOWNSHIP HOUSING INSPECTION GUIDELINES

1. **SMOKE DETECTORS** – Required on all house levels (habitable attic, second floor, first floor, basement, etc.) and outside of each sleeping area. The alarms are not required to be interconnected. All detectors must operate by battery or house current and must be replaced after 10 years due to changes in the State Fire Codes and NFPA 72, National Fire Protection Association standards. Ten-year sealed battery powered single station smoke alarms shall be installed and shall be listed in accordance with ANSI/UL 217. However, A/C powered or multiple-station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery-powered smoke alarms. (see additional information in housing application packet)
2. **CARBON MONOXIDE DETECTORS** – Required in all buildings that contain fuel burning appliances or that have an attached garage. They must be listed in accordance with UL-2034. At least one detector must be installed in the immediate vicinity of the bedrooms per NFPA-720, alarms may be battery operated. Reference: NJAC 5:70-2.3
3. **FIRE EXTINGUISHER** – Minimum size of 2A:10B:C (see additional information in housing application packet).
4. **ELECTRICAL** – 100 amp minimum service (60 amp service for Florence Tollgate Units). All Outlets must be correctly wired and grounded, not loose, and have cover plates that are tightly fixed with no gaps. All switches and junction boxes must have cover plates. Light fixtures and fans must be intact and operate properly. Circuit breaker panel box must have door and have no missing breaker banks and have no holes or openings around it. Ground fault interrupter (GFI) outlets are required in bathrooms. Loose wires should be fastened. At least two outlets (or one outlet and a light fixture) in each bedroom and living area and on separate walls.
5. **PLUMBING** – Faucets, spigots, taps and drains must not leak. Sink and tub stopper mechanism must hold water. Sink drains must be standard J-Bend type (no flexible plastic). No leaking pipes or shut off valves, etc. Plumbing repairs must not be temporary (taped, gooped, etc.). No broken or significantly chipped porcelain fixtures. Tub and shower caulking must be intact and have no gaps. Ceramics must be intact and have no missing tiles. Protection of the Potable Water Supply in accordance with the current adopted codes and standards with amendments (ie. Backflow Prevention Devices installed for irrigation, boilers, cross connections). Water Heater must have a pressure relief valve discharge pipe (same diameter) reaching six inches above floor. Hot water temperature at the kitchen sink must be between 120-140 degrees Fahrenheit. Water Meter must be installed (see attached form regarding water meter requirements).
6. **SUMP PUMPS** – Must operate correctly and have proper drain. Opening must be safely covered.
7. **FLOORS** – Wood must be even and smooth, free of splintering. Carpets and vinyls must be smooth, free of holes, snags and tripping hazards. Soiled carpeting in rental units must be cleaned or repaired. Concrete floors must be smooth, free of holes, significant cracks and tripping hazards.

- 8. WALLS AND CEILINGS** – Surface must be smooth, free of holes, broken plaster or significant cracks. Gaps and open areas must be covered, no loose wallpaper or chipped paint. No broken, loose, sagging or missing tiles. Re-papering, re-painting or touch up required for repaired areas.
- 9. KITCHEN** – Stove burners, oven and broiler must operate. Consumer Product Safety Commission (CPSC) requires gas and electric ranges to have an anti-tilt bracket installed. Wall oven must operate. Stove hardware and knobs must be intact and serviceable. Cabinet drawers and doors must be in place, aligned and have openers and knobs.
- 10. WINDOWS** – Must open easily and remain open. No broken chains, ropes or cords. Top sash must remain in place when unlocked. All windows must be able to be locked. All windows must have screens. Screens must not have rips, tears or holes. No broken, cracked or missing glass or storm window components. Trim must be in place and not have significant damage, chipped or flaking paint. Inside sill area and window channels do not require scraping and re-painting. Panes must be adequately puttied or caulked and must be scraped of excessive over painting.
- 11. DOORS** – All exterior and interior doors and door jams must have operating hardware to keep doors securely closed. Exterior doors must lock. Bathroom doors must lock. Doors, door jams and trim must be in place and not have significant damage, chipped or flaking paint. Doorstops must be in place for all door opening into walls. Garage doors and automatic openers must open and operate properly and safely.
- 12. CLOSETS** – Must have shelf and hanging rod.
- 13. HANDRAILS** – Required for steps and stairways and must be tightly fastened and graspable (approximately 2 3/8 inches wide and rounded).
- 14. STEPS** – Must not be broken, weak or of uneven rise. Must be free of tripping hazards.
- 15. ROOF** – If there are any interior visual evidence of active leaks, then a roofing certification from a licensed roofing contractor will be required. Overhangs must not need re-painting.
- 16. PORCHES AND DECKS** – Railings required if 30 inches or more above ground. No more than 4 inch opening in spacing of balusters or spindles. No holes or missing boards or bricks.
- 17. FENCES AND GATES** – Must be in secure condition with no missing boards or torn fabric and in good repair.
- 18. SIDEWALKS, DRIVEWAYS AND PATIOS** – Must not be crumbled, significantly cracked, sunken or raised to create a tripping hazard.
- 19. EXTERIOR** – Siding and foundation must be in sound condition. Flaking, blistered, cracked or loose paint requires re-painting. Gutters and downspouts must be securely affixed. Downspouts need to be in place and complete. Shutters and awnings properly affixed, secure and in good repair.

- 20. STRUCTURE** – If there is a visible structural deficiency, then it must be properly addressed prior to release of CCO.
- 21. YARD** – Grass must be mowed. Any junk, trash and debris must be removed. All significant overgrowth must be removed.
- 22. HEATER CERTIFICATION** – Heater certification is required to be done by a licensed contractor and must be on the original Heating System Certification form. Fax or copies will not be accepted. Florence Tollgate Condominiums (only) do not require heater certification. Inactive oil fill pipes and inactive above ground or in-basement fuel tanks are to be removed. Boiler systems shall be certified by a licensed Master Plumber or licensed HVACR Contractor. Hot Air Furnace System shall be certified by a licensed HVACR Contractor. The certifications shall be signed and shall bear a raised professional seal.
- 23. CHIMNEY CERTIFICATION** – Required for solid fuel stove or wood burning fireplaces. Level II inspection chimney certification to be performed by a qualified chimney sweep company.
- 24. LEAD SAFE CERTIFICATE** – Only applicable for rental dwellings built before 1978. Required inspection performed by certified Lead Evaluation Contractor for tenant turnover beginning July 22, 2022. Inspection must be carried out through visual inspection. A \$40 fee will be collected by the Township for all submitted Lead-Safe Certificates.
- 25. WORK DONE WITHOUT PERMITS** – If any work has been performed without permits (when necessary), you will be required to obtain the proper permits and have all inspections completed before a CCO will be issued; as per State requirement.
- 26. OTHER** – Conditions that may warrant correction at time of inspection.
- 27. “NO OCCUPANCY” LETTER REQUEST** – The Florence Township Housing Office does not issue a Temporary Certificate of Occupancy. The Buyer can request a “No Occupancy” letter if the property is being purchased “As-Is” and occupancy will not occur and is prohibited until the Buyer completes all repairs, renovations, permits and certifications as may be required and a Continued Certificate of Occupancy is issued. The Housing Inspection Application form & \$165.00 inspection fee must be submitted prior to processing a “No Occupancy” letter. Also a copy of the signed contract stating as-is purchase and an original letter written and signed by the Buyer stating they are purchasing the property As-Is and will not occupy until a CCO is issued must be submitted to the Housing Inspection Office. The Buyer is required to sign the “No Occupancy” letter at the Florence Township Housing Inspection Office and a notarized copy will be given to the Buyer for the closing procedure.

HEATING SYSTEM CERTIFICATION

Contractor's Name _____

Address _____

This is to certify that a qualified technician employed by this firm has carefully inspected the heating system of the dwelling located at:

Property Address: _____

☐ Tested existing heating unit under operating conditions for worn, defective and missing parts, including all lines, ducts, thermostats, fuel tank, convectors, radiators, valves, grilles, gauges, registers, fittings, dampers, and flue. Checked flue for gas leaks (carbon monoxide and sulfur dioxide). Flue meets code and clearance requirements for this type of heating unit.

☐ The system is properly installed and is in good and safe operating condition, and with normal maintenance it is reasonably expected to continue to do so. The system is capable of providing at least 68-degrees inside temperature when outside is at zero degrees.

ALL SYSTEMS SHALL BE LEFT PROTECTED AGAINST FREEZING IF THE HEATING SYSTEM WILL BE DE-ACTIVATED UPON CONCLUSION OF THE TESTS.

☐ Check here if the above system was not in good and safe operating condition at the time of the inspection and itemize below all parts and/or replacements, which were necessary to put it in good and safe operating condition, including any repairs of the system.

ITEMS

I further certify that I have no interest, present or prospective, in the property, buyer, seller, broker, mortgagee or other party involved in the transaction. I further verify that I am authorized to execute this certification on behalf of the company listed below.

Company: _____ Date: _____

Signature: _____

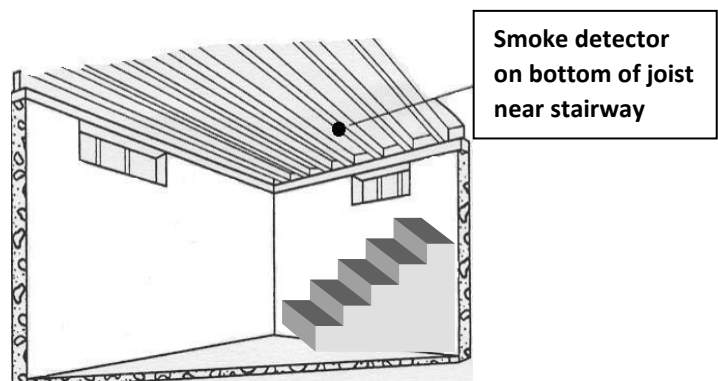
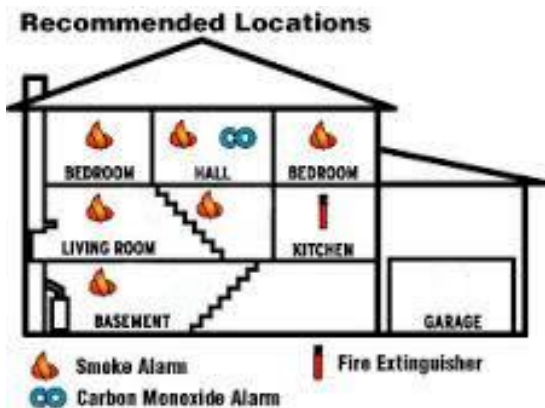
Title and License No. _____

MUST SUBMIT THIS ORIGINAL HEATER CERTIFICATION WITH RAISED PRESSURE SEAL

SMOKE DETECTOR REQUIREMENT FOR CHANGE OF OCCUPANCY

It is required by law to have working smoke detectors on all house levels (habitable attic, second floor, first floor, basement, etc.) and outside of each sleeping area. The alarms are not required to be interconnected. All detectors must operate by battery or house current and must be replaced after 10 years due to changes in the State Fire Codes and NFPA 72, National Fire Protection Association standards. Ten-year sealed battery powered single station smoke alarms shall be installed and shall be listed in accordance with ANSI/UL 217. However, A/C powered or multiple-station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery-powered smoke alarms. What does my house need? The detectors are either battery powered or electric powered, depending on the year the house was built:

- Before 1977 – Battery powered detector in hall adjacent to bedrooms.
- 1977-1980 – Electric powered detector in hall adjacent to bedrooms, battery powered detectors on remaining levels.
- 1981-1983 – Electric powered, interconnected in hall adjacent to bedrooms and basement, if applicable.
- 1984-1990 – Electric powered, interconnected detectors on all levels.
- 1991-1992 – Electric powered, interconnected detectors in all bedrooms, in vicinity of bedrooms and on all levels.
- 1992-Present – Electric powered, interconnected detectors in all bedrooms, in vicinity of bedrooms and on all levels with battery powered back up.



FIRE EXTINGUISHER REQUIREMENT FOR CHANGE OF OCCUPANCY

The Code of The Township of Florence, at section 116-4.B.(1)(d), requires that all one and two family dwellings at a change of occupancy be provided with at least one portable fire extinguisher, in addition to the requirements for smoke and carbon monoxide detectors.

The requirements for the type and the placement of the extinguishers are as follows:

1. At least one portable fire extinguisher shall be installed in all one-and two-family dwellings upon change of occupancy.
2. The extinguisher shall be listed, labeled, charged and operable;
3. The size shall be no smaller than 2A:10B:C, and rated for residential use and weigh no more than 10lbs; (the rating should be located on the UL portion of the extinguisher label);
4. The hangers or brackets supplied by the manufacturer must be used;
5. The extinguisher must be located within 10 feet of the kitchen;
6. The top of the extinguisher must not be more than 5 feet above the floor;
7. The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items;
8. The extinguisher must be near a room exit or travel path that provides an escape route to the exterior;
9. The extinguisher shall be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or must have a receipt for a recently purchased extinguisher;
10. The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher; and
11. Lastly, the extinguisher must be installed with the operating instructions clearly visible.

NOTE: DO NOT REMOVE PLASTIC TAMPER SEAL ON PIN

HOUSING INSPECTIONS

WATER METER REPLACEMENT REQUIREMENT

Whenever Florence Township does a housing inspection for a rental unit in the community, the property owner is required to contact the Water and Sewer Department and schedule a date for the installation of a new radio remote water meter. The new water meters can be read electronically by the Water Department without the need to enter the home. This is a much more convenient municipal service for the resident and property owner.

Florence Township will pay the cost for the new radio remote water meter. If plumbing work has to be done in order to accommodate the new meter, then this work has to be done by the property owner. In most cases, the township can install a new radio remote water meter without the need for plumbing work.

The new water meter has to be installed in the residence before the Construction Code Office issues its Continued Certificate of Occupancy (CCO). Therefore, please call the Water Department as soon as possible and schedule a date and time for the water meter installation.

To contact the Water Department to schedule an appointment, please call (609) 499-2518 between the hours of 7:00 A.M to 3:30 P.M., Monday through Friday.

If there are any questions, please feel free to speak to the Water and Sewer Director, Kent Jones, or myself.

Thank you for your cooperation.

Michael Perna
Code Enforcement Officer

FREQUENTLY ASKED QUESTIONS (FAQs)

When do I need to get an inspection/Certificate of Occupancy?

A Continued Certificate of Occupancy (CCO) is **always required** in Florence Township when selling or purchasing a property, when there is a change in occupancy of a property, or when a property is to be rented out. This includes purchasing a bank owned/foreclosed parcel or deeded transfers from one person to another. The housing inspection ensure that buyers and tenants moving into properties have a safe environment. All items inspected have an effect on life safety, health, and welfare of occupants or users of buildings. Property records are also checked for work done without permits and permitted work that was never inspected.

How do I schedule my housing inspection?

Once the housing application form is completely filled out and paid for, an inspection will be provided for the next available appointment time. The Township allows for the use of lock boxes for entry into vacant properties. If a lock box is not available at the property, someone over the age of 18 must be present to let the inspectors onto the property.

How far in advance do I need to schedule my inspection?

Please allow at least 2 weeks for scheduling your initial inspection appointment. During our busy times, we can be up to 4 weeks out.

Can my property be inspected if I do not have a renter yet?

An inspection can be done if the unit is vacant and there is no tenant ready to move in, but the inspection is only valid for 90 days. The CCO will not be issued until the tenant's name is provided.

How do I cancel or reschedule my inspection?

We ask that you notify us at least 24 hours in advance if you should need to cancel or reschedule your appointment to avoid any fees. If you need to cancel and the Township has already closed for the evening or weekend, please call our office and leave a message. As long as you tried to contact us we will honor the 24-hour agreement.

What is a "No-Show" inspection?

A "No-Show" inspection is any scheduled inspection in which no one arrives for the inspection; cancels with less than 24 hours notice; arrives more than 15 minutes late and is consequently unable to have the inspection. Our housing inspector may also cancel an inspection if the property is not ready for the inspection (it is not in "move-in ready condition"); if we are asked to go in on a lockbox and the property contains any type of belongings or someone is sick at the property.

Can I get a Temporary CO?

Florence Township Housing Department does not issue Temporary Certificate of Occupancy. If your home is under construction, only the building department who can issue a temp Certificate of occupancy for the homeowner to occupy.

I'm purchasing a property "As-Is". What do I need from the township so I can close on my property?

The Township will provide you with a Letter of No Occupancy that you can bring to closing. You may not occupy the residence until the property has been inspected and a CCO is issued. The information required can be found in the housing application packet.

What is my block and lot?

Look on your tax bill, water bill or <https://wipp.edmundsassoc.com/Wipp/?wippid=0315> and enter your address in the "Property Location" box and click "Search".

Do I need to put my house number on my house or mailbox?

All buildings MUST be numbered so that emergency personnel can see your address from the street. If on an alley, front and back needs to be numbered.

I'm selling my house. Do I have to remove my underground oil storage tank?

No. As long as the tank is still being used and it is not leaking, or has been previously abandoned in place (with permits and it has passed inspection), it may remain in place. A prospective buyer may want the tank removed, but that is a contractual negotiation between you and the buyer.

How do I get a survey from the Township?

Florence Township does not have surveys. A survey is a private transaction, typically ordered by the buyer at the time of purchase of a property. If a survey was provided to the construction or zoning department as part of a project, there is a chance that it will be in the permit file.

How do I find out if there are open permits or violations for the property?

You may request public records of any property. Please submit an OPRA Form to the Municipal Clerk.

How do I register my multi-family dwelling?

Owners of multi-family dwellings are required to register with the NJ Bureau of Housing. To register, please go to <https://njdcaportal.dynamics365portals.us/> to access the DCA Service Portal