

Established 1772



Nature lover's paradise

Effective as of: Jan. 1, 2026

RE: CO INSPECTION – PROCESS & SCHEDULING REQUIREMENTS

The following is provided to address frequently asked questions on the requirements for Downe Township's Certification of Occupancy (CO) process.

Prior to the inspection being scheduled, the following items must be submitted to Downe Township, Attn: Zoning, 288 Main Street, Newport NJ 08345:

- ☐ **Septic Certificate OR Septic Waiver** – (Waivers must be in buyers' name. Also, this item is not required for rental CO inspections.)
- ☐ **Water Certificate** – (Fortescue properties are EXEMPT, as they have public water.)
- ☐ **Fire Certificate**
- ☐ **\$25 CHECK for Inspection Fee** - (Please make the check out to Downe Township.)
- ☐ **Cert. of Occupancy (CO) Application** – (Form is attached for convenience.)

Note: Do NOT schedule settlements until all information is submitted and approved.

To obtain a septic certificate or waiver and a water certificate, please contact the Cumberland County Health Department located at 309 Buck Street, Millville, NJ 08332. For any question regarding septic certs / waivers and water certs, please call the Health Dept. at 856-327-7602.

To obtain a fire certificate, please contact the City of Bridgeton Fire Departments Fire Marshal's Office. That office conducts the Commercial Fire Inspections and the Residential Smoke/Carbon Monoxide Detector Certification inspections for properties in Downe Township. Please go to their website at <http://www.bridgetonfire.com/uniform-fire-code> to obtain a fire inspection checklist as well as to schedule your fire inspection by using the forms on their website. For any fire cert. questions, please call 856-451-0090.

Also, for convenience, please see the Downe Township's CO Inspection Checklist attached. This list will point out what specific items are checked during a CO Inspection.

Once all items have been received, we will contact you to schedule the inspection.

Inspections are ONLY scheduled on: Thursdays, 9 AM - 12 PM

Please feel free to contact me with any questions. Take care and stay safe!

Sincerely,

Nicole Marlette, Zoning Officer
zoningdowne@comcast.net
856-447-3100 Ext. 103

TOWNSHIP OF DOWNE
CERTIFICATE OF OCCUPANCY APPLICATION
(For Re-Sale or Long-Term Rental Properties)

CO # _____

***NOTE: CO Inspections are ONLY scheduled on: Thursdays, 9AM – 12PM**

Inspection Address: _____ Block: _____ Lot: _____

Type of Structure (Select One): ☐ Single Family ☐ Duplex ☐ Multi-Family # of Units: _____

Seller/Owner Name(s): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email (optional): _____

List Names of ALL Persons listed on the deed/lease: ☐ Buyers / ☐ Tenants (Check one) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ _____: Total # of Adults _____: Total # of Children	Buyer / Tenant Contact Information: Mailing Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ Email (optional): _____ <i>*Note: Tenants/buyers cannot move in until the CO is approved.</i>
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Agency's Name: _____ Realtor's Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Office Phone #: _____ Representing: (Select one) ☐ Seller ☐ Buyer

Realtor's Cell #: _____ Realtor's Email: _____

Preferred method to grant access to property for inspection: (Select one)

☐ Person will be present Name: _____ Contact #: _____

☐ Lock Box Location (Ex: front door): _____ Combination #: _____

PLEASE NOTE: REINSPECTIONS AND CORRECTIONS MUST BE MADE BEFORE TENANTS ARE PERMITTED TO MOVE IN.

Office Use:

- | | | |
|---|--------------|--|
| ☐ \$25 Inspection Fee (CK# _____) | Rec'd: _____ | |
| ☐ Septic Cert. / Waiver (Co. Health Dept.) | Rec'd: _____ | OR ☐ N/A (For Rentals) |
| ☐ Water Cert. (Co. Health Dept.) | Rec'd: _____ | OR ☐ N/A (Public Water) |
| ☐ Fire Cert. (City of Bridgeton) | Rec'd: _____ | |
| ☐ \$25 Re-Inspection Fee (CK# _____) | Rec'd: _____ | (If Applicable) |

Inspection Date: _____

Re-Inspection Date: _____

Nicole Marlette, Zoning Official
288 Main Street, Newport, NJ 08345
Monday-Friday, 9am-5pm
zoningdowne@comcast.net
856-447-3100 (ext. 103)

CO INSPECTION CHECKLIST

Downe Township's CO/Fire Inspection Checklist is listed below for your convenience:

- | | |
|---|--|
| • Handrails (2+ steps) | • Ceilings, Walls, & Floors |
| • Hot Water Relief Valve (6" from floor) | • Doors – Exterior/Interior |
| • Appliances Vented Properly | • Exterior Entrance Lighting |
| • Emergency Exit (3 rd Floor Sleeping) | • Roof Condition |
| • Windows | • Paint – Exterior/Interior |
| • Screens | • Extermination |
| • Heating System | • General Clean Up - Exterior/Interior |
| • Plumbing | • Garbage Container |
| • Electric (GFCI outlets near water) | • House Number (on front of house & |
| • Water Pressure | 911 Numbering White Post by street) |

Note: See Downe Township Ordinance 2024-06 and the Call-Before-You-Dig Info for the guidance on how to properly install your 911 Numbering White Post.

911 Numbered Post Specifications & Examples

As per Downe Township Ordinance No. 2024-06, below, please find a breakdown of the specifications for the 911 Numbered Posts and a few examples:

- Post:
 - 6 ft tall, 4"x4" post (Roughly 2 ft in the ground, 4 ft sticking out of the ground)
 - white (Painted or PVC covered)
- Numbers on Post:
 - black
 - at least 4 inches in height OR 3 inches if reflective
 - Location of Numbers on Post:
 - on the left and right sides of the post, facing down each direction of the street
 - closer to the top end of the post (Minimum: 3ft up the side of the post from the ground)
- Installation of Post:
 - "Call-Before-You-Dig" - Must call 1-800-272-1000 OR 811 for a free mark out of any underground utilities. It is a State Law requirement.
 - Location of Post on Property:
 - Near where the driveway enters the road
 - NOTE: for private roadway or a common drive, the 1st post must be placed near where the private road enters the roadway and the 2nd post must be placed at the entrance of the driveway from the private road.
 - Must be clear of visual obstructions. (Ex: Trees, shrubs, etc.)

