



The City of Orange Township, New Jersey
Department of Planning & Economic Development
Code Enforcement Division

Application for Certificate of Habitability

(for new rental units and changes in tenancy)

FEE OF \$100.00 PER RENTAL UNIT DUE PRIOR TO INSPECTION

CERTIFIED CHECKS OR MONEY ORDERS ONLY – PAYABLE TO "CITY OF ORANGE TOWNSHIP"

Applicant/Property Information

Block	Lot	Qualifier	Address	Vacancy Decontrol ☐ Yes ☐ No
Applicant Name				
Applicant Address (Street, City, State, ZIP)				
Representative Name (if applicant is a business entity)				
Applicant/Representative Telephone			Applicant/Representative E-mail	
Units Requiring Inspection (list unit numbers)				

Applicant Pre-Inspection Review Guidelines

The Certificate of Habitability inspection includes, without limitation, the items described below. It is suggested that the applicant use the following general guidelines to conduct a pre-inspection review of each rental unit prior to the scheduled inspection.

Walls/Ceilings: All walls and ceilings throughout the rental unit should be evenly painted and free of cracks, breaks, holes, water damage or any other kind of damage.

Flooring: Hardwood or comparable flooring must be properly finished/refinished, level, free of damage and able to bear loads. Carpeting must be properly installed and cleaned/replaced.

Windows: Windows should be fully operational. Window screens must properly fit windows.

Doors: Unit entry doors must be solid-core and equipped with an automatic closing mechanism, peephole, chain latch and deadbolt lock. Interior doors should be properly installed with keyless door knobs.

Kitchens: GFI outlets must be installed above countertops greater than 12" in length. Countertops must be mounted and secured. A vent hood must be installed above the stovetop/range, with an anti-tip mechanism installed behind any free-standing range.

Bathrooms: Only GFI outlets may be installed in bathrooms. All bathrooms must have a towel rack, tissue shelf and shower rod/door. Bathtubs/shower stalls must be properly glazed and caulked. Sink basins and toilets must be properly mounted and stable. Bathrooms with less than 18 in² of natural ventilation must include a mechanical vent.

FOR OFFICE USE

Date Received	By	Payment Amount	Inspector Assigned	Inspection Date
Notes				

Return to: City of Orange Township
Code Enforcement Division
29 North Day Street, Room 305
Orange, New Jersey 07050