

CITY OF BORDENTOWN
324 FARNSWORTH AVENUE
BORDENTOWN, NJ 08505
(609)298-0073 EXT 3
jsmith@cityofbordentown.com

FEE PAID \$ _____
DATE _____
RECEIVED BY _____
APP # _____
CLOSING/MOVE IN _____

**REQUEST FOR INSPECTION PRIOR TO ISSUANCE OF
CERTIFICATE OF APPROVAL**

Request for inspection must be made at least (10) days, but not more than (30) days, prior to the change in ownership or occupancy of the dwelling. The Housing Officer will conduct a visual examination of the premises to determine compliance with the New Jersey State Housing Code and all applicable State and Local Codes and Ordinances of the City of Bordentown.*

TYPE OF PREMISES:

____ SINGLE FAMILY DWELLING ____ TOWNHOUSE/CONDOMINIUM
____ APARTMENT UNIT ____ OTHER

STREET ADDRESS _____
BLOCK _____ LOT _____
PRESENT OWNER _____

PROSPECTIVE PURCHASER _____

PROSPECTIVE TENANT/LESSEE _____

NAME & TELEPHONE NUMBER OF PERSON APPLYING _____
ADDRESS WHERE CERTIFICATE IS TO BE MAILED _____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT

DATE _____ SIGNATURE ()OWNER()AGENT _____

CERTIFICATE OF APPROVAL

I DO HEREBY GRANT THIS CERTIFICATE OF APPROVAL THIS DATE TO:

FOR THE ABOVE DESCRIBED PREMISES. THIS CERTIFICATE IS VALID UNTIL THE NEXT OCCURRING CHANGE IN OWNERSHIP OR OCCUPANCY OR ANY SUBSEQUENT CITY INSPECTION AS SHALL DISCLOSE VIOLATION, WHICHEVER OCCURS FIRST.

DATE _____ HOUSING OFFICER _____

*A MORE THOROUGH INSPECTION OF THE BUILDING, ELECTRICAL, HEATING AND PLUMBING FACILITIES CAN BE OBTAINED BY A PRIVATE INSPECTION AT YOUR EXPENSE.

FEES

APARTMENT/HOUSE RENTAL	\$ 35.00	REINSPECTION	\$20.00
HOUSING RESALE	\$ 75.00		
RETAIL (COMMERCIAL)	\$100.00		

**CITY OF BORDENTOWN
DEPARTMENT OF HOUSING INSPECTIONS
324 FARNSWORTH AVENUE
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Listed below are some of the more common violations which are detected on Housing Inspections. This list is being provided to you in an attempt to assist you in correcting existing violations prior to your initial inspection and hopefully eliminate the need for a reinspection:

1. One operable smoke detector on each level including basements and attics, either battery or hardwired
2. One carbon monoxide detector is required to be placed within 10' of each sleeping area
3. Three inch house numbers located in a visible spot in the front of the property.
4. A secure handrail on all stairways of three or more steps
5. Hot water heaters must have an extension pipe leading from the safety relief valve downward to approximately 6" from the floor
6. All utilities must be on such as water, electric, gas, etc.
7. All windows must be operable and have window locks
8. Property must be free of trash, debris, junk cars, etc.
9. All faucets must operate free of leakage
10. All toilets must flush properly
11. All burners and ovens must be in operable condition
12. One portable fire extinguisher must be installed within 10' of the kitchen – the top of the extinguisher must not be more than 5' above the floor

The Legislature amended and enacted P.L. 1991, c. 92 (C52:27D-198.1), requiring that all one-and two-family dwellings at a change of occupancy be provided with a portable fire extinguisher, in addition to the requirements for smoke and carbon monoxide detectors. This provision does not apply to seasonal rental units. This act was signed into law on April 14, 2005 with an effective date of November 1, 2005.

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

1. At least one portable Fire Extinguisher shall be installed in all one- and two-family dwellings (except seasonal rental units) 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 rated for residential use and weigh no more than 10 lbs
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 must be accompanied by an owners manual or written information regarding the operation, inspection and maintenance of the extinguisher
10. The extinguisher must be install with the operating instructions clearly visible

When all violations have been corrected, a reinspection is required. You may call this office at (609) 298-0073, Ext 3 to schedule a reinspection, which will require a \$20.00 fee.