

CERTIFICATE OF OCCUPANCY APPLICATION - ELK TOWNSHIP
680 WHIG LANE MONROEVILLE, NJ 08343 (856) 881-6525, Ext 118

FEE: \$100.00, 1st & 2nd inspection, (checks made payable to “Elk Township”)
\$50.00, each additional inspection request **If inspection is required within 72 hours \$125.00**

BLOCK: _____ LOT: _____ Inspection Address: _____ Lock Box# _____

1) Owner: _____ Address: _____ Phone: _____

2) Buyer: _____ Address: _____ Phone: _____

Rental Property: Yes No Registered Landlord: Yes No

Contact Person: _____ Phone: _____ email: _____

30 DAYS ADVANCE NOTICE - PRIOR TO SETTLEMENT OR ANY CHANGE OF OCCUPANCY IS REQUIRED FOR CO INSPECTIONS.



- Inspections available each Monday & Wednesday afternoon. Date requested: _____
- *No special consideration for late applications. All are handled on a first come first served basis.*

Inspection Requirements per current International Construction Code & International Property Maintenance Code:

1. Well Water: “Passing” test by NJDEP certified testing lab, NJAC 7:9E, Private Well Testing Act, or New Well installation: provide GC Health Dept letter of Approval
2. Septic Certification: provide GC Health Dept letter of “Compliance-No future Action” or New Septic systems: provide GC Health Dept letter of Final approval “License to Operate”, if applicable
3. Smoke detector required in each bedroom and on every level of house (10 yr sealed device). Smoke and CO detector required outside of bedrooms within 10’ of bedrooms. (Sec.704.2)
4. General condition of the interior of the building. (Sec. 305)
5. General condition of the exterior of the building and grounds. (Sec. 302)
6. General condition of accessory buildings, (sheds, barns, garages, etc.) (Sec. 302.7)
7. Condition of roofing, siding and trim.
8. Window glass, screens and all doors, interior and exterior.
9. Condition of pipes and traps under sinks and lavatories.
10. General condition of heater and water heater.
11. Condition of chimney. *Chimney Certification approval required for solid fuel burning appliances (ex: wood burning fireplace, wood burning stove, pellet stove)
12. Fire extinguisher (minimum sz: 2A:10BC rated) is required to be visibly mounted in kitchen.
13. All receptacles within 6’ of water in kitchens, bathrooms and laundry room must be GFIC.
14. House Number: Property is required to be properly identified (4” Reflective Minimum).
15. Recycle Container (Township issued) is required to be on premises.
16. No open construction permits

****Note: Cesspools, as of June 2, 2012, are no longer permitted. Properties serviced by a cesspool, privy, outhouse, latrine or pit toilet may not be transferred without upgrading to a septic system (limited exceptions). See attached New Jersey Administrative Code, NJAC 7:9A-3.16(b), Regarding Cesspools & Inspections for Property Transfers***

A Certificate of Occupancy will only be issued when all the requirements are met and the property passes inspection to the satisfaction of the Elk Township Housing Official.

 **CO is valid for 3 months if property is occupied, 6 months if vacant** 

Approved: _____ Not Approved: _____, _____

*Revised Aug. 2021

Housing Official's Checklist:

Date: _____

BLOCK: _____ LOT: _____ Approved Not Approved

ADDRESS: _____

CONTACT PERSON: _____ PHONE _____

- 1. Passing well water test results per NJDEP Certified Testing Lab, NJAC 7:9E
- 2. Septic Certification
- 3. Smoke detector required in each bedroom and on every level of house.
- 3A Smoke and CO detector required outside of bedrooms within 10' of bdrms (10yr sealed device).
- 4. General condition of the interior of the building.
- 5. General condition of the exterior of the building and grounds.
- 6. General condition of accessory buildings, (sheds, barns, garages, etc.)
- 7. Condition of roofing, siding and trim.
- 8. Window glass, screens and all doors, interior and exterior.
- 9. Condition of pipes and traps under sinks and lavatories.
- 10. General condition of heater and water heater.
- 11. Condition of chimney(s). *Chimney Certification for solid fuel burning appliances (ex: wood burning fireplace, wood burning stove, pellet stove).
- 12. A fire extinguisher is required to be mounted in the kitchen [2A:10BC].
- 13. All receptacles with-in 6' of water in kitchens, bathrooms and laundry must be GFIC.
- 14. Property properly identified, 4" reflective numbers
- 15. Recycle Container on premises (Township issued).
- 16. No open Construction permits

*NOTE: Cesspool: Yes _____ No _____

Certificate of Occupancy will only be issued when all the requirements are met and the property passes inspection to the satisfaction of the Elk Township Housing Official.

THIS DOCUMENT IS FOR PROPERTIES SOLD "AS IS".

Date: _____

RE: _____
(Property Location)

Block: _____ Lot(s): _____

(Purchaser's Name)

(Current Mailing Address)

(Current Phone Number)

To Whom It May Concern:

As purchaser of the above mentioned property located in the Township of Elk, I agree to the following:

- a) I will be responsible for all repairs as required by the Township of Elk to be completed within 60 days. In addition, if any repair listed on the housing inspection violation list requires permits to be issued by the Township of Elk, I agree to obtain necessary permits and have the required inspections.
- b) If there are open permits or judgments on the above mentioned property, I understand by signing this letter I become responsible for inspections and possible repairs deemed necessary by the inspectors.
- c) I am aware if repair work exceeds the agreed upon 60 days, a new application and fee will be submitted for the 'Certificate of Occupancy' and a new inspection performed.
- d) I also agree, that no one will occupy the premises until all repairs are completed, inspected and approved by the Township of Elk, and a Certificate of Occupancy is issued. Occupying without the required Certificate of Occupancy will result in monetary penalties.

Sincerely,

(Signature of Purchaser)

(Date)

Sworn and Subscribed before me

On this _____ day of _____ 20____

Public Notary

A "Settlement Document" will be issued upon receipt of this letter.

STANDARDS FOR INDIVIDUAL SUBSURFACE SEWAGE DISPOSAL SYSTEMS

7:9A-3.16 Other sanitary sewage disposal units (a) Cesspools, privies, outhouses, latrines, pit toilets or similar sanitary sewage disposal units are not systems. When an administrative authority discovers a privy, outhouse, latrine, pit toilet or similar sanitary sewage disposal unit, or any cesspool that serves a structure and that is in need of repair or alteration, it must order these units be abandoned and a conforming system installed except: 1. If it is not possible to bring the system into conformance with this chapter, the system shall be brought as close to conformance with the requirements of this chapter as the administrative authority determines is possible, provided the system as improved results in a discharge that is protective of human health and the environment; or 2. If the administrative authority is not able to approve a system under (a)1 above, application shall be made for approval to utilize a holding tank in accordance with N.J.A.C. 7:9A-3.12(c).

(b) Effective June 2, 2012, except as provided at (c) below, all cesspools, privies, outhouses, latrines and pit toilets that are part of a real property transfer shall be abandoned and replaced with a system in accordance with (a) above. (c) A cesspool that is not malfunctioning may continue to serve the structure after a real property transfer only in the following circumstances: 1. A conveyance for a consideration of less than \$100.00; 2. A conveyance by or to the United States of America, the State of New Jersey, or any instrumentality, agency or subdivision thereof; 3. A conveyance encumbering realty, or providing for the modification, release or discharge of a debt, obligation or encumbrance, or the foreclosure of a mortgage or lien, or sheriff and execution sales; 4. A deed which confirms or corrects a deed previously recorded; 5. A sale for delinquent taxes or assessments and the foreclosure of same; 6. Judicial proceedings affecting interests in real estate, and documents filed in connection thereto; 7. A conveyance by a receiver, trustee in bankruptcy or liquidation, or assignee for the benefit of creditors; 8. A deed eligible to be recorded as an "ancient deed" pursuant to N.J.S.A. 46:16-7; 9. A deed or map that memorializes subdivisions of land, or which creates or affects easements or restrictions or other burdens upon title; 10. A conveyance between family members or former spouses; 11. Execution of a lease or license; 12. In specific performance of final judgment; 13. A deed releasing a right of reversion; 14. A deed by an executor or administrator of a decedent to a devisee or heir to effect distribution of the decedent's property in accordance with the provisions of the decedent's will or the intestacy laws of New Jersey, or the passage of title by intestacy or descent; or 15. A deed to effectuate a boundary line agreement. (d) A person claiming to qualify for an exemption under (c) above shall document the exemption that applies by providing to the administrative authority applicable State of New Jersey Affidavit of Consideration of Use forms available through the New Jersey Department of Treasury and all supporting documentation. 7:9A-3.17 System professionals (a) An authorized installer shall, upon request, provide the Department or the administrative authority with written evidence from those manufacturers and/or system integrators certifying that the installer has sufficient knowledge to install the proprietary technologies in accordance with all manufacturer specifications and this rule pursuant to N.J.A.C.7:9A-8.3, 9.8 and 10.8, as applicable. (b) An authorized service provider shall, upon request, provide the Department or the administrative authority with either: 1. Written evidence from manufacturers and/or system integrators certifying that the service provider is sufficiently knowledgeable to provide maintenance services on the proprietary technologies in accordance with all manufacturer specifications and this section pursuant to N.J.A.C.7:9A-8.3 and 10.8, as applicable; or 2. An S2 or higher public wastewater treatment system operator license from the Department issued pursuant to N.J.A.C. 7:10A.

(c) An authorized service provider who holds an S2 or higher public wastewater treatment system license but is not authorized by the manufacturer and/or system integrator, as applicable, shall meet all applicable requirements of N.J.A.C. 7:10A when performing maintenance on any advanced wastewater pretreatment unit or drip dispersal system, in addition to all applicable requirements of this chapter.