

# Inspection Fees

Rental: \$50  
Transfer of Title/Resale: \$40

Rental Re-Inspected: \$35  
Transfer of Title/Resale Re-Inspection: \$15



# Township of Eagleswood

146 Division Street

West Creek, New Jersey 08092

Phone: 609-296-3040

609-296-4649

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## Requirements

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1. Have a township construction clerk check for open permits. Should a property have any open permits, they **MUST** be inspected and closed out **BEFORE** this application can be submitted.
2. **ALL** rental properties **MUST** obtain a Rental Mercantile License **BEFORE** this application can be submitted
3. Complete and submit this application along with appropriate fee(s).
4. Schedule your inspection with one of the township construction clerks.
5. Submit a mechanical certification & well water analysis approval from Ocean County Board Of Health (if applicable), and file a landlord filing statement (if applicable) with the Municipal Clerk before a Certificate of Occupancy can be approved.

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## Pre-Inspection Checklist

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1. **House Numbers:** must be permanently attached to the structure. 3 inch numbers for residential; 6 inch for co
2. **Door Deadbolts:** cannot be keyed on interior. (all deadbolts)
3. **Smoke Detectors:** are required 1 on each floor of the house (including basement); also must be within 10
4. **Carbon Monoxide Detector:** are required on the outside of and within 10 feet of any/all bedroom(s).
5. **Fire Extinguisher:** must be located and mounted in the vicinity of the kitchen; has to be A, B, C rated; cannot weigh more than 10 lbs.; cannot be in a box. Cannot be older than 12 years.
6. **Anti-Tip Device:** required in all ranges.
7. **Safety Relief Valves:** on water heaters and boilers are required to be piped downward to between 2 and 6 inches from floor, with no reducers and no threads on the bottom. (no plastic, unless approved by plumbing code)
8. **Dryer Exhaust:** must be metallic flex or rigid pipe and have proper termination to the outside of the house.
9. **Water Faucets:** Water must be on and must have the hot water on the left and cold water on the right.
10. **Plumbing:** must be in satisfactory condition, no open sewer lines.
11. **Electrical:** closet light bulbs, switches, outlets, junction boxes, breaker, and fuse boxes must all have covers. Breaker and fuse boxes cannot have any gaps. Electrical service equipment such as cable and or service mast, meter socket, and breaker panel must be in satisfactory condition.
12. **General Condition:** must not have broken windows, missing siding, or debris inside or out. No uncut grass or weeds. Chimneys and furnaces must be properly capped and vented. No holes in walls, floors, or doors. Handrails and guardrails are required on all open sides of decks and stairways 30 inches or more above grade. Bulkhead must be maintained (letter of intent for new buyers). All Rentals must have non broken screens in place, and the general condition of the property must be move in ready.

***Please Note this list is NOT all inclusive. There may be situations at the property that will prevent you from passing your inspection.***

**\*\*Check or money order ONLY\*\***

**All Checks Made Payable to:**

**" EAGLESWOOD TOWNSHIP**

**"**

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146 Division Street

West Creek, New Jersey 08087

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Fax: 609-296-4649

### Certificate of Occupancy Inspection Application Existing Structure Rental

Address to be Inspected:

Block:  Lot:

Today's Date:  Lockbox #:

Owners Name:	<input type="text"/>
Owners Phone:	<input type="text"/>
Owners Email:	<input type="text"/>
Owners Address:	<input type="text"/>

Agents Name:	<input type="text"/>
Agents Phone:	<input type="text"/>
Agents Email:	<input type="text"/>

Rental Mercantile License Number

Check One	Inspection Type	Fee
<input type="checkbox"/>	Rental	\$50.00
<input type="checkbox"/>	Re-inspect	\$35.00
<input type="checkbox"/>	Transfer of Title/Resale	\$40.00
<input type="checkbox"/>	Re-Inspect Transfer of Title/Resale	\$15.00

Check One	Water Type	
<input type="checkbox"/>		
<input type="checkbox"/>	Well Water	Certificate Required

Owner Signature

Agent Signature

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### Mechanical Certification

***Certification may be made by the property owner, licensed contractor(s), or a home inspection agency of choice.***

**Pursuant to Eagleswood Township Ordinance 2001-14 and 8-10.0 all properties sold and rented shall have their heating unit, hot water unit, plumbing, and electrical system inspected and certified. Then the certification has to be delivered to the Zoning Official before a Certificate of Inspection / Occupancy can be issued.**

Please complete form below:

I \_\_\_\_\_, do hereby certify that the heating unit, hot water unit, plumbing, and electrical systems located at \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ are in satisfactory and safe working condition.

Owner / Inspectors Name

Inspectors License Number

Signature

Title

Date

**\*\*Check or money order ONLY\*\***

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