

Inspection Fees



Rental: \$50

Residential Transfer of Title/Resale: \$40
Commercial Transfer of Title/Resale: \$75

Rental Re-Inspection: \$35

Residential Transfer of Title/Resale Re-Inspection: \$15
Commercial Transfer of Title/Resale Re-Inspection: \$50

Township of Eagleswood

146 Division Street

West Creek, New Jersey 08092

Phone: 609-296-3040 x18

Fax: 609-296-4649

REQUIREMENTS

1. Have Stafford 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 or at time of this application being submitted.
3. Complete and submit this application along with appropriate fee(s).
4. Schedule your inspection with the Eagleswood Township's Code Enforcement Officer. Monday & Thursday 3:30pm – 7:30pm (609) 296-3040 x18.
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 Inspection can be approved.

PRE-INSPECTION CHECKLIST

1. Premises Identification: must be permanently attached to the structure. 4 inch numbers for residential; 6 inch for commercial.
2. Door Deadbolts: cannot be keyed on interior. (all deadbolts)
3. Smoke Detectors: required on each floor of the structure, including basement, and outside of and in the immediate vicinity of each room used for sleeping purposes. Smoke detectors must be 10 year sealed battery powered single station smoke alarms. A/C powered single station or multiple station alarms are also permitted.
4. Carbon Monoxide Detector: are required on the outside of and within 10 feet of any/all bedroom(s).
5. Fire Extinguisher: Commercial requirement only. Extinguishers shall be serviced and tagged within the past 12 months.
6. Anti-Tip Device: required in all ranges.
7. Safety Relief Valves: on water heaters and boilers are required to be piped downward to 6 inches from the floor.
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.
13. Secondary Power Supplies: Source identification label required. Label must be installed within 18 inches of the main electrical panel and electrical meter. Label shall read similar to: "Caution: MULTIPLE SOURCES OF POWER".

Please note this list is NOT all inclusive. Please refer to the International Property Maintenance Code for complete requirements. There may be situations at the property that will prevent you from passing your inspection.

****CASH, CHECK OR MONEY ORDER ONLY****

All Checks Made Payable to: "EAGLESWOOD TOWNSHIP"

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Certificate of Inspection Application Existing Structure Rental/Resale

Address to be Inspected: _____

Block: _____ Lot: _____

Today's Date: _____ Lockbox # _____

Owners/Sellers Name: _____

Owners/Sellers Phone: _____

Owners/Sellers Email: _____

Owners/Sellers Address: _____

Buyers Name: _____

Buyers Phone: _____

Buyers Email: _____

Buyers Address: _____

Agents Name: _____

Agents Phone: _____

Agents Email: _____

RENTAL MERCANTILE LICENSE NUMBER: _____

Check One	Inspection Type	Fee
☐	Rental	\$50
☐	Rental Re-Inspection	\$35
☐	Transfer of Title/ Resale	\$40
☐	Transfer of Title/Resale Re-Inspection	\$15
☐	Commercial Transfer of Title/Resale	\$75
☐	Commercial Transfer of Title/Resale Re-Inspection	\$50

***Ocean County Board of Health Well Certificate required for Transfer of Title/Resale Inspections**

****Rental Properties must show proof of passing water certification within the past 5 years.**

Owners/Sellers Signature

Agents 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 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.

Owners/Inspectors Name: _____

Inspectors License Number: _____

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