

Oldmans Township
Housing Office
40 Freed Road, P O Box 416
Pedricktown, NJ 08067
Phone: 856-299-0780 Fax: 856-299-4890

APPLICATION CHECKLIST GUIDELINES

Note: This list is NOT all inclusive, other items may be noted

1. \$50.00 Fee due with Certificate of Occupancy Application prior to inspection
\$75.00 Fee due with Certificate of Occupancy Application if rental property built prior to 1979.
2. All utilities must be on during inspection
3. No open permits
4. Septic certification from the Salem County Dept. of Health for real property transfer of ownership
5. Well water potable certification (not necessary if public water system):
 - a. NJDEP & Federal EPA Chemical Limits
 - b. NJDEP & Federal EPA Bacteriological Limits
 - c. NJDEP & Federal EPA Gross Alpha Limits
6. Fireplace – recent chimney certification
7. Rental Unit (built prior to 1979) receipt of “lead-safe” or “lead-free” certificate from NJ approved/licensed inspector
8. Flood Disclosure (Rental Property) – a standalone document with flood disclosure information to be provided by the landlord to the tenant including a signature line within the document, with a font size no smaller than 12-point.
9. Flood Disclosure (Sale of Property) – Flood disclosure information will be added to the existing property disclosure statement and provided to the purchaser before they are obligated under any contract to purchase the property.
10. Assigned property unit’s trash and recycling containers in proper working order

Exterior:

Clean, safe and sanitary, properly maintained, in good repair.

No abandoned vehicles

No standing water

Gutters and downspouts provided

Soffit & fascia provided

Sidewalks in good condition per Oldmans Township Code

Swimming pools – totally enclosed by 4 ft. fence with self-locking/self-closing gate

Exterior Structure:

Good repair, structurally sound and sanitary

Address number per Oldmans Township Code (3” minimum, visible from road; color contrasting to background of residence). If house more than 100 feet from street, number affixed to post by vehicle entry point, between 3-8 ft above ground level)

Good condition of painted surfaces

Roof – no obvious leaks or damaged/missing shingles

Windows:

Windows must be operational

No broken glass

Screens in all windows, with no rips, tears or holes

All windows must have workable window locks

Interior Structure:

Structurally sound, maintained in good, clean and sanitary condition

Steps in good repair

Handrails required on every flight of stairs having more than 4 risers.

Guards are required on open portions of stairs, landings, balcony, porch, deck, ramp and other walking surfaces more than 30" above grade

Exterior doors are not allowed to have a removable key on the interior

Plumbing:

There must be a shower or bathtub, lavatory and kitchen sink maintained in sanitary, safe condition

All sinks, bathtubs, showers and laundry facilities must have hot and cold water

All plumbing fixtures must be properly installed and maintained free of leaks and capable of performing their intended function

Gas burning water heater may not be located in an occupied room (such as a bedroom or bathroom)

Bathroom – exhaust fan required if no window in room

Mechanical:

All mechanical appliances, fireplaces, solid fuel burning appliances, cooking appliances and water heater will be properly installed, maintained and capable of performing their intended function

Clothes dryer must vent outside

Water heater must have relief valve extension pipe (down pipe)

Kitchen stove is required; refrigerator is optional

Kitchen stove must have filtered exhaust hood

Kitchen stove must have anti-tilt device installed as per manufacturer's instructions

Kitchen stove must be clean and in working order

Heating system – emergency shut off switch

Electrical:

All electrical equipment, wiring and appliances shall be properly installed and maintained

GFCI receptacles/outlets required at the following locations:

Garage

Outlets within 6 feet of sink (kitchen, bathroom, slop sink, laundry area)

Unfinished basement – including sump pump

Outside outlets

Labeled electrical box, 100 amps or more

Doors:

All doors must be open from inside without keys or special knowledge

Double cylinder deadbolts are not allowed

All doors must be operational

Fire Safety:

Exits must be kept clear

Smoke alarms are required:

- Outside each sleeping area within ten feet of each bedroom door **AND** inside each bedroom
- On each story, including basement
- Must be ten (10) year battery type of smoke alarm

Carbon Monoxide detector is required within ten feet of bedrooms **AND** one on each floor (including basement)

Fire extinguisher is required, mounted in kitchen in plain sight.

Fire Extinguishers:

Size shall be no smaller than 2A:10B:C Rated for residential use and weigh no more than 10 lbs.

Must be located within ten feet of kitchen

Top of extinguisher must not be more than five feet above the floor

Must be visible and in a readily accessible location, free from being blocked by furniture or other items

Must be near a room exit or travel path that provides an escape route to the exterior

Must be mounted, not free standing