

ALLOWAY TOWNSHIP

Pre-Occupancy Application Information

To assure Alloway Township Housing Department that code section 69, "Housing Standards" is in compliance, the following information MUST be submitted to this department prior to the issuance of the "Certificate of Occupancy".

Code Section 5:28 states: "Every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet of floor area, and every room for sleeping purposes by more than one person shall contain at least 50 square feet of floor area for each occupant thereof.

Name of Realtor or Agent for Owner: _____

Address of Property: _____

Block: _____ Lot: _____

Names of Tenants or Buyers: _____

Number of **ADULTS** which will occupy the dwelling: _____

Number of CHILDREN under 2 yrs. _____ Over 2 yrs. _____

The year (or the approximate year) of construction: _____

Number of bedrooms: _____

Owners: _____

Address: _____

Telephone: Daytime: _____ Night: _____

EMERGENCY: _____

Please enclose \$75.00 per certificate

Make checks payable to: **ALLOWAY TOWNSHIP**

Alloway Township Housing/Zoning Office
49 South Greenwich Street
P.O. Box 425
Alloway, NJ 08001-0425
(856) 935-4080 ext. 210

ALLOWAY TOWNSHIP

CERTIFICATE OF OCCUPANCY APPLICATION

Date: _____ C.O.# _____

Address: _____

Block: _____ Lot: _____

Name of Owner: _____

Owner's Address: _____

Owner's Phone: _____

Tenant/Buyer's Name: _____

Comments / Complaints:

Action Taken:

Date of 1st Inspection: _____

Date of 2nd Inspection: _____

Date of 3rd Inspection: _____

A fee of \$50.00 is required for the third and each additional inspection.

Date: _____

Housing Official: _____

ALLOWAY TOWNSHIP

New Jersey State Housing Code 1980 Dwelling Checklist Ordinance No. 312

Name: _____

Address: _____

Block: _____ Lot: _____

1. Kitchen	Yes	No	Comments
Hot water, sink & plumbing	___	___	_____
Electrical G.F.C.I. outlets	___	___	_____
Windows, walls, and trash	___	___	_____
Doors, exhaust fans, stoves	___	___	_____
Garbage disposal	___	___	_____
Cabinet doors, floors, rugs, Screens, and ceiling	___	___	_____
2. Bathroom			
Electrical G.F.C.I. outlets	___	___	_____
Hot water, sink & plumbing	___	___	_____
Toilet operational	___	___	_____
Tub/shower operational	___	___	_____
Walls, ceiling, floors, rugs, Windows, screens, tiles, and doors	___	___	_____
Exhaust fans	___	___	_____
3. Powder Room			
Electrical G.F. C. I. Outlets	___	___	_____
Hot water, sink & plumbing	___	___	_____
Toilet operational	___	___	_____
Tub/shower operational	___	___	_____
Walls, ceiling, floors, rugs, Windows, tiles, screens, and doors	___	___	_____
Exhaust fans	___	___	_____
4. Bedrooms			
Smoke detectors	___	___	_____
Electrical outlets & fixtures	___	___	_____
Windows, screens, doors, rugs, Walls, floors & ceilings	___	___	_____
Egress, windows	___	___	_____

See Comments on Last Page

Dwelling Checklist (Con't)

	Yes	No	Comments
5. Living Room			
Electrical outlets & fixtures	___	___	_____
Walls, ceiling, floors, rugs,			
Screens, windows, & doors	___	___	_____
6. Dining Room			
Electrical outlets & fixtures	___	___	_____
Windows, screens, doors, rugs,			
walls, floors, & ceiling	___	___	_____
7. Dens and TV Rooms			
Electrical outlets & fixtures	___	___	_____
Windows, screens, doors, rugs,			
walls, floors & ceiling	___	___	_____
8. Basement and Stairway			
Handrail going to basement	___	___	_____
Electrical outlets & fixtures	___	___	_____
Washer needs G.F.C.I. receptacle	___	___	_____
Electrical Box (60 amps)(min. service)	___	___	_____
Heating system/shutoff switch	___	___	_____
Air conditioner	___	___	_____
Hot water heater	___	___	_____
Plumbing	___	___	_____
Smoke detector top of stairs	___	___	_____
Emergency shutoff switch (upstairs)	___	___	_____
Windows, doors, screens, rugs,			
And trash	___	___	_____
Sump pumps	___	___	_____
Remove excess wiring	___	___	_____
9. Crawl Space Area			
Electrical switched light	___	___	_____
Outlet with G.F.C.I.	___	___	_____
Vents in crawl spaces	___	___	_____
Smoke stack pipe sealed	___	___	_____
All trash must be removed	___	___	_____
Doors in good condition	___	___	_____
Vent screens	___	___	_____
10. Heating Equipment 5:28-1.8			
Type of fuel	___	___	_____
Storage tank location	___	___	_____
Chimney type	___	___	_____
Condition of system	___	___	_____

See Comments on Last Page

Dwelling Checklist (Con't)

11. General	Yes	No	Comments
Roof, siding, & facial	---	---	_____
Windows, doors, & screens	---	---	_____
Painting & house number	---	---	_____
Cracked walls	---	---	_____
Grass & trash	---	---	_____
Electrical outside outlets on	---	---	_____
House (G.F.C.I.)	---	---	_____
Fence around yard	---	---	_____
Shed-G.F.C.I. receptacle	---	---	_____
Sidewalks & curbs	---	---	_____
Fireplace & chimney	---	---	_____
(MUST HAVE CERTIFICATION)	---	---	_____
Smoke detector in hallway	---	---	_____
12. Porches/Decks/Outside of House			
Floors, railings, downspouts	---	---	_____
Hand railings on porch/decks/steps	---	---	_____
Electrical outlets & fixtures	---	---	_____
Screens, doors, walls,	---	---	_____
Ceilings, and gutters	---	---	_____
13. Garages			
G.F.C.I. receptacles	---	---	_____
Fire-resistance rated door and walls required (if attached to house)	---	---	_____
Walls, ceilings, doors	---	---	_____
Lighting fixtures and panel	---	---	_____
Windows and screens	---	---	_____
Abandoned vehicles	---	---	_____
Roofs may need certification	---	---	_____
14. Swimming Pools			
Pools must be protected with a barrier (minimum of 4 ft. high with a child-proof latch)	---	---	_____
Pools must be wired as per the National Electrical Code	---	---	_____
Must have off-on switch; circuit must be G.F.C.I. protected; must be hooked up with twist-lock plug;	---	---	_____
Pool must be grounded	---	---	_____
Swimming pool must be operable	---	---	_____

See Comments on Last Page

Dwelling Checklist (Cont'd.)

Comments:

- ◆ If fireplace and chimney needs certification, it must be done by the Certified Chimney Sweep or other licensed plumbing/heating contractor.
- ◆ Potable Water Certification: Must be completed by a certified private testing lab (refer to local yellow pages).
- ◆ Construction Permits may be required, if as a result of this inspection, major repairs are necessary.
- ◆ Electrical inspection stick must be affixed to the door of any new Service Panels installed in the dwelling.
- ◆ On-site septic system inspection must be certified by New Jersey-licensed septic professional.
- ◆ **NOTE:** The requirements for both smoke detector placements and the location of ground fault circuit interrupters varies with either the date the dwelling was constructed or substantially refurbished or altered by addition.

Any additional questions, please contact Andy Hoglen, Housing Officer at (856) 935-4080, Ext. 210.

ALLOWAY TOWNSHIP HOUSING ORDINANCE

April 15, 1997

Alloway Township Housing Ordinance #312 is modeled largely after the New Jersey State Housing Code of 1980. A checklist of minimum standards has been created and will be used to determine the safe use of premises within the township.

Several observable conditions are used as a guide to determine the fitness of a building for human habitation and use. Categories appearing on the checklist include: WATER SUPPLY, LIGHTING, VENTILATION, HEATING EQUIPMENT, EGRESS, USE AND OCCUPANCY OF SPACE, AND FACILITIES. The areas of the building that will be evaluated include: KITCHEN, BATHROOM, BEDROOMS, LIVING ROOM, BASEMENT, and where applicable, POWDER ROOM, DINING ROOM, DEN OR "TV" ROOM, STAIRWAY, CRAWL SPACE AREA, PORCH or DECK, GARAGE, SWIMMING POOL and other items that in general are observed from the outside of the building.

This general inspection is done to observe minimum standards and there is no guarantee to any party that the premises are free from latent defects.

It should be noted that at this point a Continued Certificate of Occupancy is required for any change in occupancy for any premises in Alloway Township.

An application for Continued Certificate of Occupancy is available from the Construction Code Office located at #49 South Greenwich Street, Room #116. Office hours are from 3:00 p.m. to 6:00 p.m. every Thursday evening. Further information may be obtained by calling the Housing Office at (856) 935-4080, Ext. 210 for Andy Hoglen, Zoning Official. Mail should be sent to Alloway Township, P.O. Box 425, Attn: Andy Hoglen, Alloway, NJ 08001-0425. Please allow one week for the inspection to be scheduled.

Andy Hoglen
Housing & Zoning Official

New Fire Extinguisher Requirements and the UCC:

How Are They Enforced?

Recently there was an amendment to the Uniform Fire Safety Act requiring portable fire extinguishers to be installed in one-and two-family residences. Be advised that this is to be enforced at change of ownership under the Uniform Fire code (UFC).

This requirement is not to be enforced under the Uniform Construction Code (UCC). There are no requirements contained in the UCC regarding this recent amendment. The requirement does not apply to a transfer between a new homebuilder and the first buyer. The UFC regulation was required by a recently enacted law. That law does not require fire extinguishers to be provided by the seller in the first sale of a new home.

If you have any questions regarding this matter, please call me at (609) 984-7609.

Source: Carmine Giangeruso

Division of Codes and Standards

BUILDING PERMIT CHECKLIST

Alloway Township Salem County, New Jersey

PLEASE NOTE: A Certificate of Occupancy (CO) is required **BEFORE** students can be registered for the Township's school district.

PRIOR APPROVALS

1. Completed subdivision requirements
2. Wetlands requirements
3. Flood hazard requirements
4. Approved perk/soil test and sewage permit
(only permits approved by the Salem County Department of Health @ (856) 935-7510)

WITH PERMIT APPLICATION

1. Site plan: drawn to scale, showing existing improvements as well as proposed new construction; lot lines should be shown with distances to each lot line; block and lot numbers should be included on the site plan, as well as major natural features **Site plan to show ANY & ALL streams, ponds, lakes, or other waterways, within 200 feet of site of disturbance.**
2. Completed permit applications:
(four sub-codes available from the Construction Code Office)
3. Approved plans for all new construction
4. All new construction sites **MUST** be staked showing lot lines, building sites, and any wetland boundaries.
5. New building sites: lot lines and buildings **MUST** be clearly identified (staked out) prior to permit issuance.
6. **ALL** new homes require Salem County Soil Conservation District approvals (Phone: (856) 453-8717) **NOTE: Disturbance to include driveway, septic bed, and house site.**
7. **Please allow two (2) weeks to process applications and receive permits to begin construction.**

CONTACT

1. Mr. Andy Hoglen (935-4080, Ext. 209) for first contacts, Zoning, and ALL inspections