



BOROUGH OF LAWSIDE CONSTRUCTION OFFICE
4 Dr. Martin Luther King Jr. Road Lawnside, New Jersey 08045
PHONE (856) 573-6214 FAX (856) 547-1915

PRIMARY CONTACT: Email Marian Hauser m.hauser@lawnside.net

CERTIFICATE OF OCCUPANCY APPLICATION

Block: _____ Lot: _____ Property Location: _____

Applicant Name: _____

Applicant Address: _____

Email Address: _____ Phone Number: _____

PLEASE CIRCLE ALL THAT APPLY:

RESALE / RENTAL SINGLE DUPLEX TOWNHOUSE APARTMENT

*****All Rental Properties Require Landlord Mercantile License and Rental Unit Registration*****

OF BEDROOMS _____ # OF BATHROOMS _____

FEES: **\$75.00 Per Unit. Fee To Be Paid In The Form Of Cash, Check Or Money Order.** The Fee Covers Initial Inspection and One (1) Re-Inspection. **Please Allow Ten (10) Business Days For Inspection To Be Completed.**

NOTE: This Dwelling Is Not To Be Occupied Until A Certificate Of Occupancy Is Issued By The Construction Code Department Of The Borough Of Lawnside. It Is Unlawful For The Owner Of Any Dwelling Unit To Rent Or Sell Said Dwelling Unit That Has Received A Compliance Order Or A Notice Of Violation Before Corrections Or Repairs Are Made. Furthermore, All Work That Is Related To Open Construction Permits Must Be Completed And Permit Closed Out Prior To The Issuance Of A Certificate Of Occupancy. Failure To Meet All Of The Conditions Of This Inspection, Including All Required Repairs Within 30 Days From The Date Of The Initial Inspection, Will Require The Applicant To Apply For A New Inspection, Subject To The Same Requirements Stated Above. This Inspection, Conducted By The Borough Of Lawnside, Is A Visual Inspection Of Readily Accessible Areas Of The Property, As Required By Borough Ordinances. **THIS IS NOT A PRIVATE HOME INSPECTION.**

I Swear That The Above Application Is True And Correct To The Best Of My Knowledge And That I Agree To Comply With The Information Listed Above.

Applicant Signature _____ **Date** _____

Certificate Preference: Pick Up _____ Fax _____ Email _____

(Do not write below this line, Office use only)

Inspection Date: _____ **Approved:** _____ **Denied:** _____ **Inspector:** _____

COMMENTS: _____

Re-Inspection Date: _____ **Approved:** _____ **Denied:** _____ **Inspector:** _____

COMMENTS: _____

BOROUGH ORDINANCE NO. 14-2022: RE- INSPECTION FEES. If after the initial inspection and one (1) re-inspection, the applicant will be charged a re-inspection fee of \$75.00. This fee shall be charged if the applicant has failed to meet the scheduled re- inspection date, and/or if the violations have not been corrected within 30 days.



Borough of Lawnside Construction Office
4 Dr. Martin Luther King Jr. Road Lawnside, New Jersey 08045
PHONE (856) 573-6214 FAX (856) 547-1915

GET A HEAD START ON YOUR “CO” INSPECTION

All inspections are done in accordance with IPMC 2015.
The inspector may find some additional items upon inspection.

1. Must have a smoke alarm in working order on each level of the home and in every bedroom.
2. Install a Carbon Monoxide (CO) alarm within 10 feet of the sleeping areas. The alarm may be hardwired, battery operated or plug in and installed according to the manufactures instructions.
3. Fire Extinguisher Compliance - The law defines portable fire extinguisher as; an operable portable device, carried and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire and must be:
 - Rated for residential use consisting of an ABC type weighing 2.5 lbs
 - Mounted within 10' of the cooking area.
4. A Heater and Roof Certification (Resale Only) must be provided by a NJ. Licensed Contractor. In lieu of certification, private home inspection is acceptable, or if a new roof or new heater has been installed under a UCC permit in the last 5 years, no certs will be required.
5. Heater/Chimney connection must be secured properly.
6. Hot Water Heater must have drip leg/relief valve a min. of 2 – 6 inches from the floor.
7. Sump pumps cannot discharge in sewer line.
8. Sidewalks, walkways and any other concrete work must be in good condition and must have a walkway to house with no tripping hazards.
9. Steps 24” above grade needs a graspable handrail w/ returns on one side to hold 100 lbs. Steps 44” & wider need one graspable handrail w/returns on each side.
10. Decks, porches, etc. 24” above grade must have a railing with guardrails, 4” maximum, around perimeter.
11. Interior steps must have handrail w/returns for all open stairwell edges.
12. GFCI outlets must be installed within 6 feet of all sinks & along all kitchen counter tops.
13. All outlet/switch plates must be covered.
14. NO openings in electrical breaker box allowed.
15. Fix any water leaks and make sure that all faucets work properly.
16. Fix any holes on the walls, floors, etc.
17. Paint any exposed wood, interior and exterior.
18. Clean up all trash and debris from property.
19. Proper numbers/identification must be on the house visible from the street.

BOROUGH ORDINANCE NO. 14-2022: Violation Fees. Failure to complete violations within 30 days, may result in a \$25 fine per day for the applicant for each and every day the violation continues. This violation shall be considered a separate and distinct offense.

NOTE: You must also contact the Regional Fire Prevention Alliance in Barrington, NJ to schedule a Fire Certification Inspection, www.Barringtonboro.com, firealliance@barringtonboro.com or 856-547-0991.