



Borough Of
BROOKLAWN

Camden County, New Jersey

Established 1924

APPLICATION FOR HOUSING INSPECTION

PROPERTY ADDRESS _____

BLOCK _____ LOT _____

OWNER _____ PHONE () _____ - _____

ADDRESS _____

Name and telephone # of person to contact to gain access to building

Name _____ Telephone # _____

Housing inspection report to be:

() Mailed to address: _____

() Picked up

Inspection fee: \$ 65.00 For each additional re-inspection fee: \$ 25.00

Signature of Applicant: _____

Print name of applicant: _____

Note: ALL UTILITIES MUST BE CONNECTED AND WORKING IN ORDER TO INSPECT APPLIANCES AND FIXTURES.

ALL INITIAL AND REINSPECTION FEES SHALL BE PAID IN ADVANCE.

PLEASE CALL TO SCHEDULE INSPECTIONS – 856-456-0750 EXT 104.

Certificate of Occupancy Check List

1. Property must be clear of garbage and refuse (interior & exterior).
2. Sidewalks, service walk and driveway aprons must be free of damage.
3. Exterior steps must be no higher than the maximum 8 ¼" rise.
4. Property must have a smoke detector on each floor.
5. Property must have a CO detector in the vicinity of each bedroom.
6. All lighting fixtures must have globes.
7. Exterior of the building must be up to the Borough's property maintenance standard.
8. All stairs must have a continuous graspable handrail.
9. Roof must be in good condition.
10. GFCI receptacles are required for all outlets within 6 feet of water.
11. All steps must be closed in or have spindles not more than 4 inch spacing.
12. All slots in the electrical panel must be filled with breakers or blanks.
13. Covers must be on all receptacles and switch plates.
14. Hot Water Heater must have a down pipe within 6" off floor
15. The Electric Service Cable must be in satisfactory shape.
16. All doors and windows must be functioning properly.
17. Sump pumps must be discharged to the exterior of the house (it may not be discharged into the sanitary sewer line).
18. Smoke pipes for the heater and hot water heaters must be properly sealed.
19. Must have a 2A:10B:C Fire Extinguisher within 10 feet of Kitchen and 5 feet off the floor.

This list is strictly for illustrative purposes and is not necessarily all-inclusive for every property. Additional requirements may be required.