



TOWNSHIP OF FLORENCE

711 BROAD STREET • FLORENCE, NEW JERSEY 08518-2323

PHONE: (609) 499-2525 • WWW.FLORENCE-NJ.GOV

STEPS FOR SUMITTING HOUSING APPLICATION FOR A RESALE DURING COVID-19

1. Fill out the first page of the Housing Inspection Form – Resale
2. \$60 fee payable to Township of Florence
3. Submit paperwork and fee to Florence Township either by mail or place in drop box located on the right wall inside of the front municipal building doors
4. Once paperwork and fee is received, Florence Township will call you to schedule your inspection. Average scheduling is 2-4 weeks out.

Please note that in order to protect the township staff and the public from the spread of the Coronavirus, Florence Township has ceased all *in person* housing inspections as of March 23, 2020. However, we are conducting *video call* inspections. Refer to application packet for additional information on the items being inspected. The items we are checking are:

- Smoke detectors
- Fire extinguisher
- Carbon monoxide detectors
- Anti-tilt device
- Heater certification form (if applicable)
- Level II Chimney Certification (if applicable)
- Covid-19 letter - to be signed by the buyer stating they understand that the Township conducted modified inspection. Housing inspector will send you the letter after the inspection.

Any questions, please call 609-499-2130 during our regular business hours, Monday-Friday 9am-12:30pm, 1:30pm-4:30pm.

Thank you.
Florence Township Housing Department

**Florence Township
Housing Inspection
Resale Application**

711 Broad Street
Florence, NJ 08518
(609)499-2130
(609)499-3262 fax

APPLICATION # _____

Proposed Occupancy Date _____

ADDRESS OF PROPERTY for Resale:

_____ Block _____ Lot _____ No. of Units _____

BUYER INFORMATION:

Name (Mr./Mrs./Ms.) _____

Previous Address _____

Phone Number _____ Email _____

SELLER INFORMATION:

Name (Mr./Mrs./Ms.) _____

Address _____

Phone Number _____ Email _____

REALTOR/AGENT: Name/Firm _____

Phone # / Email _____

BELOW FOR OFFICE USE ONLY

Inspection Date _____ Time _____ Inspection Fee _____ Col.By _____

Date Paid _____ Method Of Payment _____ Exempt (Verified) _____

Notes for Inspector _____



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FLORENCE TOWNSHIP HOUSING INSPECTION OFFICE

PROCEDURE FOR RESALE APPLICATION & FEES

- A. The Florence Township Housing Inspection Application Packet is available at the Construction/Housing Office located in the Florence Township Municipal Complex, 711 Broad Street, Florence, New Jersey. The fee for the initial inspection is sixty dollars (\$60.00) to cover the cost of initial inspection requirements. The initial fee includes one (1) re-inspection where required. Where additional inspections are required to ensure compliance, an additional charge of thirty-five dollars (\$35.00) for the second re-inspection; fifty dollars (\$50.00) for the third re-inspection and one hundred dollars (\$100.00) for the fourth and any subsequent re-inspection. Administrative fee for amending a Continued Certificate of Occupancy is twenty dollars (\$20.00). When the Housing Inspection Application Form is filled out and submitted with the initial inspection fee, the inspection will be scheduled by appointment only. Please note that the initial payment is due when the inspection is scheduled by the staff of the Construction Code Office. Any questions, please call 609-499-2130.
- B. SENIOR CITIZEN FEES:** When the inspection is for a property **owned** and **occupied** by a senior citizen, sixty-five (65) years old or older, the inspection and re-inspection fees shall be waived.



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HOUSING INSPECTIONS WATER METER REPLACEMENT REQUIREMENT

Whenever Florence Township does a housing inspection for a resale unit in the community, the property owner is required to contact the Water and Sewer Department and schedule a date for the installation of a new radio remote water meter. The new water meters can be read electronically by the Water Department without the need to enter the home. This is a much more convenient municipal service for the resident and property owner.

Florence Township will pay the cost for the new radio remote water meter. If plumbing work has to be done in order to accommodate the new meter, then this work has to be done by the property owner. In most cases, the township can install a new radio remote water meter without the need for plumbing work.

The new water meter has to be installed in the residence before the Construction Code Office issues its Continued Certificate of Occupancy (CCO). Therefore, please call the Water Department as soon as possible and schedule a date and time for the water meter installation.

To contact the Water Department to schedule an appointment, please call (609) 499-2518 between the hours of 7:00 A.M to 3:30 P.M., Monday through Friday.

If there are any questions, please feel free to speak to the Water and Sewer Director, David Lebak, or myself.

Thank you for your cooperation.

Michael Perna
Code Enforcement Officer



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FIRE EXTINGUISHER REQUIREMENT FOR CHANGE OF OCCUPANCY

The New Jersey Legislature amended the enacted P.L. 1991,c.92 (C.52:27D-1981) requiring that all one and two family dwellings at a change of occupancy be provided with at least one portable fire extinguisher, in addition to the requirements for smoke and carbon monoxide detectors. This provision does not apply to **seasonal rental units**. This act was signed into law on April 14, 2005 with an effective date of November 1, 2005.

The Division of Fire Safety is advising all local enforcing agencies to enforce the regulations; using the guidelines below.

The requirements for the type and the placement of the extinguishers are as follows:

1. At least one portable fire extinguisher shall be installed in all one-and two-family dwellings (except **seasonal rental units**) upon change of occupancy.
2. The extinguisher shall be listed, labeled, charged and operable;
3. The size shall be no smaller than 2A:10B:C, and rated for residential use and weigh no more than 10lbs; (the rating should be located on the UL portion of the extinguisher label);
4. The hangers or brackets supplied by the manufacturer must be used;
5. The extinguisher must be located within 10 feet of the kitchen;
6. The top of the extinguisher must not be more than 5 feet above the floor;
7. The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items;
8. The extinguisher must be near a room exit or travel path that provides an escape route to the exterior;
9. The extinguisher shall be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or must have a receipt for a recently purchased extinguisher;
10. The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher; and
11. Lastly, the extinguisher must be installed with the operating instructions clearly visible.

NOTE: DO NOT REMOVE PLASTIC TAMPER SEAL ON PIN

HEATING SYSTEM CERTIFICATION

Contractor's Name _____

Address _____

This is to certify that a qualified technician employed by this firm has carefully inspected the heating system of the dwelling located at:

Property Address: _____

- Tested existing heating unit under operating conditions for worn, defective and missing parts, including all lines, ducts, thermostats, fuel tank, convectors, radiators, valves, grilles, gauges, registers, fittings, dampers, and flue. Checked flue for gas leaks (carbon monoxide and sulfur dioxide). Flue meets code and clearance requirements for this type of heating unit.
- The system is properly installed and is in good and safe operating condition, and with normal maintenance it is reasonably expected to continue to do so. The system is capable of providing at least 68-degrees inside temperature when outside is at zero degrees.

**ALL SYSTEMS SHALL BE LEFT PROTECTED AGAINST
FREEZING IF THE HEATING SYSTEM WILL BE
DE-ACTIVATED UPON CONCLUSION OF THE TESTS.**

- Check here if the above system was not in good and safe operating condition at the time of the inspection and itemize below all parts and/or replacements, which were necessary to put it in good and safe operating condition, including any repairs of the system.

ITEMS

I further certify that I have no interest, present or prospective, in the property, buyer, seller, broker, mortgagee or other party involved in the transaction. I further verify that I am authorized to execute this certification on behalf of the company listed below.

Company: _____ Date: _____

Signature: _____

Title and License No. _____

**MUST SUBMIT THIS ORIGINAL HEATER CERTIFICATION WITH RAISED
PRESSURE SEAL**



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FLORENCE TOWNSHIP HOUSING INSPECTION GUIDELINES

1. **SMOKE DETECTORS** – Required on all house levels (habitable attic, second floor, first floor, basement, etc.) and outside of each sleeping area. The alarms are not required to be interconnected. All detectors must operate by battery or house current and must be replaced after 10 years due to changes in the State Fire Codes and NFPA 72, National Fire Protection Association standards. Ten-year sealed battery powered single station smoke alarms shall be installed and shall be listed in accordance with ANSI/UL 217. However, A/C powered or multiple-station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery-powered smoke alarms.
2. **CARBON MONOXIDE DETECTORS** – Required in all buildings that contain fuel burning appliances or that have an attached garage. They must be listed in accordance with UL-2034. At least one detector must be installed in the immediate vicinity of the bedrooms per NFPA-720, alarms may be battery operated. Reference: NJAC 5:70-2.3
3. **KITCHEN** – Stove burners, oven and broiler must operate. Consumer Product Safety Commission (CPSC) requires gas and electric ranges to have an anti-tilt bracket installed. Wall oven must operate. Stove hardware and knobs must be intact and serviceable.
4. **FIRE EXTINGUISHER** – Minimum size of 2A:10B:C (see additional information in housing application packet).
5. **ELECTRICAL** – Visual inspection of service cable at entrance to home to make sure it is solid, secured to the structure and that the jacket protecting the wiring is not frayed. Existing GFI outlets must be functioning at the time of the inspection.
6. **HANDRAILS** – Required for steps and stairways and must be tightly fastened and graspable.
7. **PLUMBING** – Protection of the Potable Water Supply in accordance with the current adopted codes and standards with amendments (ie. Backflow Prevention Devices installed for irrigation, boilers, cross connections). Water Heater must have a pressure relief valve discharge pipe (same diameter) reaching six inches above floor. Hot water temperature at the kitchen sink must be between 120-140 degrees Fahrenheit. Water Meter must be installed (see attached form regarding water meter requirements).
8. **ROOF** – If there are any interior visual evidence of active leaks, then a roofing certification from a licensed roofing contractor will be required.

FLORENCE TOWNSHIP HOUSING INSPECTION GUIDELINES

9. **EXTERIOR** – Must be in compliance with the municipal code and free of maintenance violations. Grass must be mowed, any junk, trash and debris must be removed. All significant overgrowth must be removed.
10. **STRUCTURE** – If there is a visible structural deficiency, then it must be properly addressed prior to release of CCO.
11. **HEATER CERTIFICATION** – Heater certification is required to be done by a licensed contractor and must be on the specified form (included in housing application packet). The original Heating System Certification form must be submitted. Fax or copies will not be accepted. Florence Tollgate Condominiums (only) do not require heater certification. Inactive oil fill pipes and inactive above ground or in-basement fuel tanks are to be removed. Note: Boiler systems shall be certified by a licensed Master Plumber or licensed HVACR Contractor. Hot Air Furnace System shall be certified by a licensed HVACR Contractor. The certifications shall be signed and shall bear a raised professional seal.
12. **CHIMNEY CERTIFICATION** – Required for solid fuel stove or wood burning fireplaces. Certification to be performed by a qualified chimney sweep company.
13. **WORK DONE WITHOUT PERMITS** – If any work has been performed without permits (when necessary), you will be required to obtain the proper permits and have all inspections completed before a CCO will be issued; as per State requirement.
14. **OTHER** – Any visible life-safety hazards must be addressed before issuance of CCO.
15. **“NO OCCUPANCY” LETTER REQUEST** – The Florence Township Housing Office does not issue a Temporary Certificate of Occupancy. The Buyer can request a “No Occupancy” letter if the property is being purchased “As-Is” and occupancy will not occur and is prohibited until the Buyer completes all repairs, renovations, permits and certifications as may be required and a Continued Certificate of Occupancy is issued. The Housing Inspection Application form & \$60.00 inspection fee must be submitted prior to processing a “No Occupancy” letter. Also a copy of the signed contract stating as-is purchase and an original letter written and signed by the Buyer stating they are purchasing the property As-Is and will not occupy until a CCO is issued must be submitted to the Housing Inspection Office. The Buyer is required to sign the “No Occupancy” letter at the Florence Township Housing Inspection Office and a notarized copy will be given to the Buyer for the closing procedure.

TOWNSHIP OF FLORENCE

IMPORTANT HOUSING INSPECTION INFORMATION FOR SELLER – BUYER

In the course of conducting its housing inspection program, the Township of Florence does not represent the interests of any Seller or Buyer, nor does the Township of Florence place one party's interests above that of another.

The housing inspection conducted by Florence Township is the basis for the issuance of a Continued Certificate of Occupancy as required by Chapter 116, Florence Township Code. Its use is for that intended by the Township of Florence ONLY and not for any other purpose. It is not intended to be equal in scope to that of a housing inspection conducted by a private firm, nor is it intended to be used as a substitute for a private housing inspection.

The information recorded on the Housing Inspection report is that as seen by the Housing Inspector at the time of the inspection. It is not a fail-safe inspection and many factors influence the scope and quality of the inspection. Time constraints, accessibility to areas, furniture or storage restrictions, distractions, concealment, subject expertise, weather, all effect the housing inspection. It is not a perfect inspection and at times some things are missed or sometimes mistakenly not written on the report. An item missed does not exempt it from being cited for required repair at a subsequent inspection. A CCO is issued when the Housing Inspector determines that the property's overall condition, at that particular time, is such that the interests of Florence Township have been met and CCO issue is warranted. It does not mean that the property is free of defects or has no unsatisfactory conditions.

It is emphasized that the report of Inspection is as of the day of the housing inspection and that the property continues to be occupied or accessed by others until its change of occupancy. Just prior to change of ownership or occupancy, the incoming party should conduct a walk-through inspection.

PLEASE NOTE: *It is important that this information be known by all parties to a sale prior to the time of housing inspection. A copy of this statement is intended for the seller and a copy should be given to the buyer. The person completing the application for housing inspection is responsible for its delivery to each.*