

Updated: March 20, 2017

Requirements for a continuing certificate of occupancy in Commercial Township

1. Handrails on all stairways with three or more risers. Guardrails on all porches or raised decks 30" or more in height.
2. No broken windows or doors , must function properly
3. All switch plates and receptacle covers in place
4. All light fixtures in place with shades- no bare wires
5. No holes in walls or other structure damage
6. Smoke detector on all levels and within 10 feet from bedroom doors and in all bedrooms
7. Exterior damage or roof leaking
8. Breaker panel wiring and no missing breakers
9. Hot and cold running water
10. Flushing toilet
11. Heater working
12. Mounted fire extinguisher -ABC type within 10 feet of kitchen
13. Four inch white post next to driveway 3 feet tall with 3 inch reflective nail on numbers on two sides
14. Carbon monoxide detector in hallway within 10 feet of bedroom doors
15. No trash, motor vehicles or other debris in yard
16. All utilities must be on at time of inspection
17. Bathroom must have window or exhaust fan
18. Water heater relief valve extension within 2" to 6" from floor
19. No flaking paint or stains on interior finishes
20. Water Certificate from the Cumberland County Health Dept.
21. No double keyed deadbolts on doors
22. Receptacles within 3 feet of sinks must be GFI protected
23. Septic Certification

Inspection Fee \$ 75 (seventy five) for resale of properties
\$ 40 (forty) for each re-inspection performed
\$ 100 (one hundred) for rental properties annually

Must be paid in advance

COMMERCIAL TOWNSHIP
APPLICATION FOR CONTINUED CERTIFICATE OF
OCCUPANCY

Date _____

Block _____ Lot _____

Application is hereby made for inspection approval and issuance of a Certificate of Continued Occupancy

Address: _____

Name of Present Owner: _____

Owner's Present Address: _____

Owner's Future Address: _____

Phone Number: _____ Work _____ Cell _____

Name of Agent or Seller: _____

Phone Number: _____

Agent of buyer: _____

Phone Number: _____

All fees much be paid at time of application. Payment can be made by cash, check, or money order.

Please make checks payable to "COMMERCIAL TOWNSHIP"

Inspection fee: \$75.00

Re-inspection fee: \$40.00

SIGNATURE OF APPLICANT

Check # _____