



Mount Laurel Township  
100 Mount Laurel Rd.  
Mount Laurel, NJ 08054  
(856)234-0001 ext. 1241  
[shigareda@mountlaurel.com](mailto:shigareda@mountlaurel.com)

## Mount Laurel Township CCO Application per Ordinance 2021-8

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ QUAL: \_\_\_\_\_

ADDRESS OF INSPECTION: \_\_\_\_\_  
\_\_\_\_\_

OWNER OF PROPERTY: \_\_\_\_\_

ADDRESS OF OWNER: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_ Email: \_\_\_\_\_

APPROXIMATE DATE OF CLOSING: \_\_\_\_\_

CIRCLE PREFERRED TIME & DAY OF INSPECTION:

TUESDAY

WEDNESDAY

THURSDAY

8:30-11:30 AM

11:30-2:30 PM

SIGNATURE: \_\_\_\_\_

### **For Office Use Only:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Fee \$ \_\_\_\_\_

## Fees:

- If requested eleven days prior to closing or longer, the fee for an initial inspection shall be \$75.00
- If requested between four and ten days prior to closing, the fee shall be \$100
- If requested three days or less prior to closing the fee for inspection shall be \$125
- If the property is encumbered with a low or moderate income housing deed restriction and/ or the primary owner of the property is aged 65 or older, the fees shall be reduced by fifty percent (50%)

If the re-inspection occurs within thirty (30) days of the initial inspection and all items originally found deficient have been cured or corrected to the satisfaction of the Township inspector, the \$25.00 re-inspection fee shall be waived.

The certificate of continued occupancy must be obtained within 90 days of the closing date. If the closing date is delayed, the seller may request an extension of the 90-day deadline from the Construction Code Official.

The application must be submitted with payment to schedule the inspection, it can be mailed or dropped off at the Township building. The Township accepts cash, check, or money order.

Mount Laurel Township  
Attn: Samantha Higareda  
100 Mount Laurel Road  
Mount Laurel, NJ 08054

Please contact Samantha Higareda via phone or email with any questions or concerns.

**Phone:** 856-234-0001 ext. 1241

**Email:** [shigareda@mountlaurel.com](mailto:shigareda@mountlaurel.com)

# REQUIREMENTS FOR CERTIFICATE OF CONTINUED OCCUPANCY (C.C.O.)

For Resale of ALL Residential Homes



IT IS RECOMMENDED THAT ALL BUYERS PERFORM A PRIVATE HOME INSPECTION  
SINCE THE TOWNSHIP INSPECTIONS ARE SAFETY INSPECTIONS.

FOR QUESTIONS AND SCHEDULING PLEASE CONTACT SAMANTHA HIGAREDA

**PHONE:** 856-234-0001 Ext. 1241 **EMAIL:** shigareda@mountlaurel.com

## **\*\*CHECKLIST FOR C.C.O. INSPECTION\*\***

<b>PERMITS</b>	<ul style="list-style-type: none"><li>-All permits must be closed. Please check with the Construction Dept. or call 856-234-9686</li><li>-Any work performed without necessary Construction or Zoning permits will require the property owner to apply for and close out the permit(s) before the C.C.O. is issued</li></ul> <p>(Examples: Hot water heaters, furnaces, AC, decks, sheds, fences, finished basements, etc.)</p>
<b>UTILITIES</b>	<ul style="list-style-type: none"><li>-All utilities must be on.</li></ul>
<b>EXTERIOR</b>	<ul style="list-style-type: none"><li>-House number must be 4 inches high, visible from the street and contrasting color from the house.</li><li>-Property must be in good condition and free of debris.</li><li>-Walk ways, patios, deck must be in good conditions without tripping hazardous</li></ul>
<b>DOORS</b>	<ul style="list-style-type: none"><li>-All entry doors that have deadbolt locks must have a thumb latch on the inside.</li><li>- NO DOUBLE KEY DEAD BOLTS OR SLIDE BOLT LOCKS ARE PERMITTED.</li><li>-All interior doors must be operational with hardware.</li><li>-Privacy type doorknobs are allowed for bedrooms &amp; bathrooms only (lock must be inside only).</li><li>-Glass sliding doors must be in working order.</li></ul>
<b>RAILINGS</b>	<ul style="list-style-type: none"><li>-Handrails must be firmly fastened.</li><li>- 4 risers and more require a hand railing.</li></ul>
<b>KITCHEN</b>	<ul style="list-style-type: none"><li>-All appliances must be in working order.</li></ul>
<b>BATHROOM</b>	<ul style="list-style-type: none"><li>-Sinks, tubs, showers and toilets must be in working order.</li></ul>
<b>FLOORS</b>	<ul style="list-style-type: none"><li>-Smooth and free of tripping hazards.</li></ul>
<b>PLUMBING</b>	<ul style="list-style-type: none"><li>-Fixtures must be properly installed and in working order.</li></ul>
<b>ELECTRICAL</b>	<ul style="list-style-type: none"><li>-GFCI outlets are required within 6ft of <u>ALL SINKS</u> (kitchen sink, bathroom sinks, bars &amp; slop sinks).</li><li>-Outlets, switches and junction boxes must be properly covered.</li></ul>
<b>GARAGE</b>	<ul style="list-style-type: none"><li>-Solid core wood or steel doors with a minimum 20-minute fire rating are required for entrances from the garage.</li><li>-Electric garage door openers must have their own outlet. No extension cords.</li><li>-Attic stairs in a garage must be fire rated and have a permit.</li></ul>
<b>WASHER/DRYER</b>	<ul style="list-style-type: none"><li>-Washer must discharge into drainage system.</li><li>-Dryer vents must be flexible metal type, no plastic. The vent must be as straight/short as possible. No looping of the vent allowed.</li></ul>

<b>SUMP PUMP</b>	-Must have its own single outlet (no extension cords). -Pump must discharge to the exterior of the home and not into sewer lines.
<b>POOL</b>	-Pool gates must be self-closing and self-latching. -Pool must be running or closed.
<b>GENERAL</b>	-Any violation found by the inspector that he/she deems a safety issue must be addressed even if it is not on this list.

\*\*Smoke Certificate required from the Fire Department. Call Sarah Nawn with any questions at 856-234-6053 ext. 5901\*\*