

Stephen J. Murray
Zoning Administrative Officer
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Secretary



www.voorheesn.com

DAILY OFFICE HOURS
8:00 A.M. TO 5:00 P.M.
Office: 856-429-0647
Fax: 856-795-2335
2400 Voorhees Town Center
Voorhees, NJ 08043

CHANGE OF OWNERSHIP/TENANT

- TODAY'S DATE _____
- OWNER/SELLER _____
- BUYER _____
- TENANT _____
- ADDRESS OF PROPERTY _____
- BLOCK _____ LOT _____
- OCCUPANCY/SETTLEMENT DATE _____
- REALTORS NAME AND PHONE NUMBER _____
- NAME/PHONE NUMBER OF THE PERSON WHO WILL BE AT THE HOME ON THE DAY OF INSPECTION _____
- TITLE COMPANY _____ AGENT _____
- TITLE AGENT'S PHONE # _____
- EMAIL WHERE CERTIFICATE TO BE SENT: _____
- PRIVATE SALE (WITHOUT REALTOR) YES NO
- ACKNOWLEDGEMENT THAT YOU HAVE RECEIVED C/O REQUIREMENTS
SIGNATURE: _____ DATE: _____

APPLICATION FEES:

- \$ 75.00 When requested more than 10 business days after receipt of application.
- \$ 125.00 When requested between 10 and 2 business days after receipt of application.
- \$ 150.00 When requested between 2 and 1 business days after receipt of application.
- \$ 200.00 Same day inspection

- \$ 35.00 For each re-inspection (For Rental Units: An additional \$100 will be charged if failed items not brought into compliance within 30 days)
Amount paid _____
Date paid _____
Cash/Check# _____
Initial _____

INSPECTION: DAY _____ DATE _____ TIME _____

**MAILING ADDRESS: VOORHEES TOWNSHIP ZONING OFFICE,
2400 VOORHEES TOWN CENTER, VOORHEES, NJ 08043 – YOU
MUST CONTACT OUR OFFICE AT (856) 429-0647 TO SET UP THE
APPOINTMENT!**

PLEASE NOTE:

As of November 1, 2005, a portable fire extinguisher will be required for one and two family dwellings (including townhomes/condos).

5:70-4.19 Smoke detectors and portable fire extinguishers for one and two family dwellings including townhomes and condos; carbon monoxide detectors.

(a) – (d) (No change.)

(e) At least one portable fire extinguisher shall be installed in all one and two family dwellings upon change of occupancy. For purposes of this section, “portable fire extinguisher” shall mean a 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 which is:

- 1. Listed, labeled, charged and operable;**
- 2. No smaller than a NFPA Standard of 2A10BC and no larger than a 10 pound rated extinguisher.**
- 3. Rated for residential use consisting of an ABC type;**
- 4. On hangers, or in brackets supplied by the manufacturer;**
- 5. Within 10 feet of the kitchen area, unless otherwise permitted by an enforcing agency;**
- 6. Located with the top of the extinguisher not more than five feet (1.53 meters) above the floor;**
- 7. Visible and in a readily-accessible spot, free from blocking by furniture, storage, equipment and other items;**
- 8. Near a room exit or travel way that provides an escape route to the exterior;**
- 9. Accompanied by an owner’s manual or written information regarding the operation, inspection and maintenance of the extinguisher; and**
- 10. Installed so the operating instructions shall be clearly visible.**

New fire extinguishers are not required to be serviced and tagged, as long as the seller or agent can provide proof of purchase at request.

Until the produced regulations have been adopted, the statute should be cited for enforcement purposes. The correct citation is N.J.S.A. 52:27D-198.1.

**SEE NEXT PAGE FOR ADDITIONAL
REQUIREMENTS!**

NOTE: A NEW SEALED SURVEY OF THE PROPERTY SHALL BE SUBMITTED TO THE ZONING OFFICE PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF CONFORMANCE. A SURVEY IS NOT REQUIRED FOR CONDOS. A NEW SURVEY MUST BE ORDERED ON YOUR LOT FOR EVERY CLOSING. THIS IS REQUIRED UNDER SECTION 156.037 (C) (5) (A) 4 OF THE UNIFIED LAND DEVELOPMENT ORDINANCE.

1. **CHAPTER 98, NUMBERING OF BUILDINGS, SECTION 98.36 AND 98.38**
All dwelling houses, stores or other principal buildings erected or to be erected within the Township of Voorhees shall display house numbers assigned by the Tax Assessor as provided herein and in conformity with the following specifications.
HOUSE OR BUILDING NUMBERS SHALL BE
 - a. **In Arabic numerals on the house or building, (not on doors) STICK-ON OR SELF ADHESIVE TYPE NUMBERS WILL NOT BE ACCEPTED AS PERMANENT TYPE NUMBERS.**
 - b. **A minimum of three (3) inches in height, SUFFICIENTLY LEGIBLE AS TO THE CONTRASTING BACKGROUND TO BE CLEARLY VISIBLE FROM THE STREET.**
 - c. **At least thirty (30) inches above ground level without any obstructions from the street.**
2. **SMOKE DETECTORS** are to be installed as required by STATE LAW. All smoke detectors must be in working condition (any questions, call 429-7759). If you have an alarm company you must notify them that you are having an alarm test done-so the fire company does not respond.
3. **ZONING COMPLIANCE TITLE 15, CHAPTERS 152 & 154** - Any addition or accessory use/structure which may have been constructed on the property without Zoning or Construction permits will cause a delay in issuing a Certificate of Conformance until the violation is corrected or abated.
4. All rental units are to be registered with the Township Clerk in accordance with N.J.S.A. 48:8-28.
5. **CARBON MONOXIDE DETECTOR REQUIRED** (within 10 feet of the sleeping area). Most sleeping areas are upstairs or in one area; however, if there is a bedroom downstairs and the rest are upstairs – then you will need a detector upstairs and an additional carbon monoxide detector within 6-10 ft of the downstairs bedroom.
6. If you have a swimming pool, make sure that the gates are in working order and they are self latching/self closing gates (THIS FAILS OFTEN).
7. Houses will be checked for finished basements.
8. If there is a change in the buyer/tenant prior to issuance of C/O please advise office.
9. Change of Ownership/Tenant Certificate of Conformance shall become null and void 60 days after a fire certificate is issued if settlement/occupancy is not achieved within that time.

NOTE: PLEASE CHECK THE SMOKE DETECTORS AND MAKE SURE THEY ARE OPERATING CORRECTLY PRIOR TO THE FIRE INSPECTION. IF ANY RESIDENTIAL UNIT FAILS THE INITIAL FIRE OR ZONING INSPECTIONS LISTED ABOVE, THEN A REINSPECTION FEE OF \$25.00 WILL BE CHARGED FOR EACH AND EVERY REINSPECTION.

Two things to know about monitored systems:

Call company that monitors system and have them put system on test for approximately 1 hour from time of scheduled appointment.

Someone present for inspection must know:

How to reset signaling device

and

How to reset each smoke detector head to continue to test

CODE CHANGES – RESIDENTIAL SMOKE DETECTORS BY YEAR HOUSE CONSTRUCTED*

BEFORE 11/07/1984 – Battery smoke detectors on all living levels including basement. The location on the sleeping level shall be in hallway outside bedroom areas. †

AFTER 11/07/1984 - BOCA 1984 Section 1716.3.4. In buildings of Use Group R-3, smoke detectors shall be required on every story of the dwelling unit including basements. In dwelling units with split levels, a smoke detector installed on the upper level shall suffice for the adjacent lower level provided the lower level is less than one full story below the upper level. If there is an intervening door between the adjacent levels, a smoke detector shall be installed in an approved location. Where more than one detector is required to be installed within an individual dwelling unit, the detectors shall be wired in such a manner that the actuation of one alarm will actuate all the alarms in the individual unit. †

AFTER 11/01/1993 - Section 919.3.2. Use Groups R-2 & R-3 (now R-3, R-4, R-5). Single or multiple-station smoke detectors shall be installed and maintained in all occupancies in Use Groups R-2 & R-3 at the following locations:

1. In the immediate vicinity of bedrooms.
2. In all bedrooms; and
3. In each story within a *dwelling unit*, including basements.

Exceptions:

1. In *dwelling units* with split levels (see split level above).
2. In buildings equipped throughout with an *automatic sprinkler system* installed in accordance with Section 906.2.1, 906.2.2 or 906.2.3, smoke detectors are not required in bedrooms where the bedrooms are equipped with residential *sprinklers*.

*DATE OF CONSTRUCTION REFERS TO THE DATE THE PLANS FOR BUILDING WERE REVIEWED. IF THE HOUSE IS IN A DEVELOPMENT, THE PLAN MAY BE IN PROTOTYPE AND REVIEWED UNDER A PREVIOUS CODE. I.E. PLANS REVIEWED PRIOR TO 1984 BUT BUILT AFTER 1984 ARE NOT REQUIRED TO MEET BOCA 1984.

†ANY ADDITION TO BUILDING WILL REQUIRE A REVIEW AND POSSIBLY AN UPGRADE TO SOME DETECTOR INSTALLATION. REFER TO ADDITION PERMIT IN CONSTRUCTION.

NOTE: IF HOME HAS A MONITORED OR HARDWIRED SYSTEM, IT CAN NOT GO BACK TO BATTERY ONLY SYSTEM NO MATTER WHAT THE AGE OF THE HOME.

SMOKE DETECTOR REQUIREMENTS FOR ADDITIONS

IF THE CUMMULATIVE AREA OF ALL FLOORS OF THE ADDITION(S) IS FIVE PERCENT (5%) OR MORE, BUT LESS THAN TWENTY-FIVE PERCENT (25%), OF THE FLOOR AREA OF THE LARGEST FLOOR OF THE EXISTING BUILDING, HARDWIRED, INTERCONNECTED SMOKE DETECTORS WITH BATTERY BACK-UP MEETING THE REQUIREMENTS OF NFPA 72, EXCEPT AS OTHERWISE PROVIDED IN THE BUILDING OR FIRE PROTECTION SUBCODE, SHALL BE INSTALLED AND MAINTAINED IN EACH STORY IN THE DWELLING UNIT, INCLUDING BASEMENTS. (FIRE)

IF THE AREA OF THE ADDITION IS TWENTY-FIVE PERCENT (25%) OR MORE OF THE FLOOR AREA OF THE LARGEST FLOOR OF THE EXISTING BUILDING, SMOKE DETECTORS MUST BE INSTALLED IN EACH BEDROOM, ONE IN THE HALLWAY OUTSIDE OF THE BEDROOMS, AND ON EACH FLOOR INCLUDING THE BASEMENT. THESE DETECTORS MUST BE INTERCONNECTED, ELECTRIC AND BATTERY BACK-UP.

ALSO, A CARBON MONOXIDE DETECTOR MUST BE INSTALLED IN THE HALLWAY, WITHIN TEN (10) FEET OF THE BEDROOM(S). IF MULTIPLE SLEEPING AREAS EXIST, MULTIPLE DETECTORS WILL BE REQUIRED. THESE DETECTORS CAN BE BATTERY OR ELECTRIC. IF DESIRED, COMBINATION CARBON MONOXIDE AND SMOKE DETECTORS MAY BE USED.

WHERE NOT TO INSTALL SMOKE ALARMS

For best performance, do not install unit:

- Where combustion particles are produced. Combustion particles form when something burns. Areas to avoid include poorly ventilated kitchens, garages, and furnace rooms. Keep units at least 20 feet (8 meters) from the sources of combustion particles (stove, furnace, water heater, space heater). If possible, ventilate these areas as much as possible.
- In air streams near kitchens. Air currents can draw cooking smoke into the sensing chamber of a smoke alarm near the kitchen.
- In very damp, humid or steamy areas, or directly near bathrooms with showers. Keep units at least 10 feet (3 meters) away from showers, saunas, dishwashers, etc.
- Where the temperatures are regularly below 40°F (4°C) or above 100°F (38°C) including unheated buildings, outdoor rooms, porches, or unfinished attics or basements.
- In very dusty, dirty, or greasy areas. Do not install a smoke alarm directly over the stove or range. Clean a laundry room unit frequently to keep it free of dust or lint.
- Near fresh air vents, ceiling fans, or in very drafty areas. Drafts can blow smoke away from the unit, preventing it from reaching the sensing chamber.
- In insect-infested areas. Insects can clog openings to the sensing chamber and cause unwanted alarms.
- Less than 12 inches (305mm) away from fluorescent lights. Electrical “noise” can interfere with the sensor.
- In “dead air” spaces. “Dead air” spaces may prevent smoke from reaching the smoke alarm.

UNIT MUST BE VACANT AT TIME OF INSPECTION!

INSPECTION FOR RENTAL UNITS (checklist to be used for rental properties only!)

- Carbon Monoxide Detector (within 10 ft. of any bedroom).
- Building Numbers on house (not on mailbox or doors).
- Door locks and operation (1st floor sliding door to have backup lock, mounted bar or pin).
- Windows, locks, operation, broken.
- Windows need screens (April – October).
- Heat operational. (68 degrees October – April).
- Has provided cooking and refrigeration and exhaust for range.
- Check electrical panel for visual defects and open spaces.
- Check outlets @ kitchen counter and bathroom GFI installed if operational.
- Check random sampling of outlets for any problems.
- Check heater and water heater for any visual defects.
- Check heater filter.
- Check balcony's and railings for visual problems.
- Check for peeling or flaking paint, mold or mildew build up.
- Check for screens on fireplace.
- Check smoke detectors for operation and location.
- Check for anti-tip brackets on ranges installed after 1991. (Device to stop range from tipping over).
- Security chain on from door and peephole.
- Fire extinguisher (ABC 2 ½ to 10 lb. visible within 10' of kitchen).

The proceeding is a general list of the most common areas checked. However, this list is by no means limited to the above items. For a complete list of inspected areas get copy:

**Multi Family Dwelling Code Title 5 Chapter 10
Chapter 28 N.J. State Housing Code 2003**

For rental inspections of single family and multi family residence, inspections are required.

UNIT MUST BE VACANT AT TIME OF INSPECTION!