



**CONSTRUCTION OFFICE**  
15 NORTH WHITE HORSE PIKE  
LINDENWOLD, NJ 08021  
Phone #: (856) 783-2121 x224

Dear Realtor and Homeowner:

The Borough of Lindenwold recently adopted a new requirement for a Certificate of Continued Occupancy (CCO) which take effect on October 1, 2020.

The new inspection requirement is required for the sale or transfer of any Residential Dwelling.

A copy of the ordinance has been enclosed. This inspection process is limited to address three areas:

1. There are no open building or zoning permits for the property

If so, they must be fully satisfied with associated fees and inspections as required *before* the CCO will be issued.

2. There has been no work done with the absence of a Construction Permit or Zoning Permit where required.

If so, the property owner must file the proper applications, pay all associated permit fees, and secure the necessary inspections to satisfy the permits *before* the CCO will be issued.

3. There are no identifiable unsafe structures or unsafe conditions evidenced by an inspection of the property.

If so, they must be addressed as directed *before* the CCO will be issued.

We adopted this program to address two growing areas of concern for the Borough of Lindenwold.

First, property owners unresponsive to a large inventory of open permits which have not been fully satisfied.

Second, work done without proper permits which regularly include finished basements, water heaters and furnace replacements.

Our goal is to make this inspection program as efficient as possible. We will be utilizing a single page application which is also enclosed and you are welcome to copy. That application is submitted to the Code Enforcement Office at the Borough of Lindenwold with the required application fees for a Continued Certification of Occupancy listed below:

Change of ownership two dwelling units or less:

- (1) Inspection of property scheduled over 10 days: \$75.  
Inspection of property scheduled less than 10 days: \$100.

- (2) Re-inspection: \$50.

- (3) Administration fee to be assessed for any change of inspection date or unit number more than once and that fees must be paid before a change is made: \$20.

- (4) Property title transfer (Vacant): \$125 includes one re-inspection fee within 120 days of new ownership.

All fees in this section are nonrefundable.

There is no fee for residential units that are not habitable and further that they will perform all necessary repairs remediation's to meet the requirements set forth herein for the issuance of Continued Certificate of Occupancy. Contract purchaser shall certify in writing on form provided by the Borough of Lindenwold.

The Borough of Lindenwold will call the designated contact to schedule the inspection once the application has been processed with the appropriate payment, and necessary zoning approval and permits search has been accomplished.

Inspections will require access to the home with the expected inspection time to be on average 15 to 30 minutes.

Once property has been inspected and approval for sale, the associated Continued Certification of Occupancy shall generally be issued the next business day.

If you have any questions please contact the Housing Clerk at (856) 783-2121 x224

We look forward to your cooperation as we work together to support a strong housing market in the Borough of Lindenwold

Sincerely,  
Construction Official



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**ONE TO TWO UNITS - FAMILY DWELLING RESALE INSPECTION APPLICATION**  
**CONTINUED CERTIFICATION OF OCCUPANCY**

WHEN APPLYING FOR A CERTIFICATE OF TRANSFER OF TITLE (CTT) AN APPLICATION FOR THE CONTINUED CERTIFICATION OF OCCUPANCY (CCO) MUST BE APPLIED FOR AT THE SAME TIME.  
THIS INSURES YOU WILL RECEIVE YOUR TWO INSPECTIONS (I) AFTER CLOSING AND (I) BEFORE OCCUPANCY.

**APPLICANT INFORMATION:** Check one: **SELLER:** ☐ or **BUYER:** ☐ DATE OF APPLICATION: \_\_\_\_\_ DATE OF SETTLEMENT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ QUAL: \_\_\_\_\_ SINGLE FAMILY: ☐ or TWO FAMILY: ☐  
NAME OF APPLICANT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

*Signature of Applicant*

*Date Signed*

**TYPE OF SERVICE REQUESTED:** - All Amounts are billed PER Unit - \*\*ALL CHECKS OR MONEY ORDERS PAYABLE TO: THE BOROUGH OF LINDENWOLD\*\*

10 or more business days\* \$ 75.00 x \_\_\_\_\_ = \_\_\_\_\_

4 to 10 business days\* \$ 100.00 x \_\_\_\_\_ = \_\_\_\_\_

Re-Inspection Fee\*\* \$ 50.00 x \_\_\_\_\_ = \_\_\_\_\_

**ADDITIONAL INFORMATION REQUIRED:**

**SELLER's Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**BUYER's Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Real Estate/Title/Mortgage Company handling sale or settlement of property:** Check one: **SELLER:** ☐ or **BUYER:** ☐ Office Phone #: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Name of Person with Access to Property:** \_\_\_\_\_ **Contact Phone #:** \_\_\_\_\_ **LOCK BOX:** \_\_\_\_\_

**PRIORS (INNER OFFICE ONLY):**

**Permits:** Open: ☐ Closed: ☐ N/A: ☐ Date Checked: \_\_\_\_\_ UCC Rep.: \_\_\_\_\_

**Zoning:** Use Permitted: ☐ Use Not Permitted: ☐ Type of Zone: \_\_\_\_\_ Date Checked: \_\_\_\_\_ Zoning Rep.: \_\_\_\_\_  
Pre-Existing Non-Conforming Use, May Continue: ☐ Non-Conforming Use, May Not Continue: ☐

**Violations:** Open: ☐ Closed: ☐ N/A: ☐ Date Checked: \_\_\_\_\_ CE Rep.: \_\_\_\_\_

**PAYMENT INFORMATION (INNER OFFICE ONLY):** INITIAL INSPECTION ☐ RE-INSPECTION ☐  
DATE: \_\_\_\_\_ AMOUNT RCVD: \_\_\_\_\_ CHECK/MO #: \_\_\_\_\_ RCPT# \_\_\_\_\_ REC'D BY: \_\_\_\_\_

**CONTACT LOG (INNER OFFICE ONLY):**

DATE	TIME	RESULTS	INITIALS
_____	_____	_____	_____
_____	_____	_____	_____

**CTT INSPECTION SCHEDULED (INNER OFFICE ONLY):** DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCK BOX: \_\_\_\_\_

**INSPECTION INFORMATION (INNER OFFICE ONLY):** DATE INSPECTED: \_\_\_\_\_ PASSED: ☐ FAILED: ☐ REINSPECTION: ☐

REASON FOR FAILURE: \_\_\_\_\_

*Printed Name of Inspector*

*Signed Name of Inspector*

IMPORTANT - \* THIS INCLUDES 1 INITIAL INSPECTION ON THE PROPERTY \*\*IF THE PREMISES FAILS INSPECTION, A NEW APPLICATION MUST BE COMPLETED AND AN ADDITIONAL FEE PAID PRIOR TO A REINSPECTION BEING CONDUCTED \*\*\* ADDITIONAL FORMS WILL BE PROVIDED AND NEEDS TO BE FILLED OUT BY THE NEW JERSEY LICENSED AND INSURED HOME INSPECTION COMPANY

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Dear Agent/Owner/Representative:

Below is a guideline list that the Code Enforcement Office uses when doing your sale of property inspection. This inspection is not a complete home inspection; that should be done by a certified home inspector. Should you have any questions, please contact us at the numbers listed above.

Smoke Detectors, 1 Per Level / outside of each separated sleeping area(s) 10 year battery sealed
Carbon Monoxide Detectors, shall be installed and maintained within 10 feet of the sleeping area(s).
Fire Extinguishers mounted 10' from Kitchen, 2A-10B:C less than 10 pounds /shown in plain sight / need current receipt & must be tagged
Address Numbers 4" and Visible from Street
Hand Rails 3 Risers/Steps or more
Guard Rails on Porches/Decks 30" or more
Electrical, GFCI - 6 ft. of Water Source / Circuit Breaker Panel
Ceiling - (no holes, chipped paint, severe cracking or water stains)
Walls - (no holes, chipped paint, severe cracking or water stains)
Floors - (no holes, chipped paint, severe cracking or water stains)
Key Lock on Entry Doors only
Visible Damage
Heat Working
Appliances Working, Anti-Tip on Range
Plumbing Hot & Cold Water, Toilet Flushes
Grounds, All Code/Ordinance Violations Abated
Safety, No Hazardous Conditions
Sanitation, No Debris or Rubbish
Work without Permits
Water Heater Relief Valve within 6" Not Less Than 2"
Paint Not Flaking or Stains
Bathroom must have Window or Exhaust Fan
Utilities must be on at time of Inspection
No Trash, Motor Vehicles or other Debris in Yard
Exterior Damage or Roof Leaking
No Bare Wire Electrical Fixtures
Doors/Windows/Screens in operable condition
Driveway/Sidewalks/Aprons