



**The Borough of Hightstown**  
**Code Enforcement Office**  
148 North Main Street  
Hightstown, NJ 08520  
(609) 490-5100 Ext.617

Property Location: \_\_\_\_\_

**Type of Inspection Requested**

Sale	\$80.00	Initial Inspection
Rental Property	\$35.00	Initial Inspection- per unit
Re-Inspection Fee	\$25.00	If violations are noted in the initial inspection

**The following items are required prior to the issuance of a Certificate of Occupancy:**

- \_\_\_\_\_ Smoke detectors on each level of the premises, and outside of each sleeping area.
  - \_\_\_\_\_ Carbon monoxide detectors located near all sleeping area.
  - \_\_\_\_\_ ABC type fire extinguisher mounted within 10' of the kitchen area, no larger than 10 pounds rated.
  - \_\_\_\_\_ Windows open and stay- required for fire egress.
  - \_\_\_\_\_ GFCI (Ground Fault Circuit Interrupter) where required and operating properly.
  - \_\_\_\_\_ Dryer vent connector is metal, not plastic.
  - \_\_\_\_\_ No garbage disposal. (Not allowed by Borough Ordinances)
  - \_\_\_\_\_ Sump pump discharged as per Borough Ordinances
  - \_\_\_\_\_ Sidewalks and curbs are in good condition.
  - \_\_\_\_\_ Furnace or Boiler Certification by an outside contractor.
  - \_\_\_\_\_ Fireplace Chimney Certification by an outside contractor.
  - \_\_\_\_\_ Permits obtained for all work- plumbing, electric, furnace, water heater, roofing, siding, etc.
- \_\_\_\_\_ Any open permits?    \_\_\_ Yes    \_\_\_ No    List: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Buyer's/Tenants Name: \_\_\_\_\_

<b>For Office Use Only</b>	
<b>PLEASE MAKE CHECKS PAYABLE TO "HIGHTSTOWN BOROUGH"</b>	
Appointment Date: _____	Time: _____ Recorded: _____
Amount:            \$ _____	Date Paid: _____
Check Number: _____	Received by: _____
_____	_____
Housing Official	Date Approved