The Borough of Hightstown

Code Enforcement Office

156 Bank Street, Hightstown, NJ 08520
(609) 490-5100 Ext.617

APPLICATION – CERTIFICATE OF OCCUPANCY – SALE

PROPERTY LOCATION:_____DATE:_____

Type of Inspection Requested

Sale	$80.00	_____	Initial Inspection
Re-Inspection Fee	$25.00	_____	Re-inspection if violations are noted in the initial inspection.

Owner: _____ Phone: _____

Address: _____

Agent: _____ Phone: _____

Buyer's Name: _____

FOR OFFICE USE ONLY
PLEASE MAKE CHECKS PAYABLE TO "HIGHTSTOWN BOROUGH"

Amount: $ _____ Cash/Check #_____ Date Paid: _____ Received by: _____

Appointment Date: _____ Time: _____ Recorded: _____

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

_____ 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 HVAC Contractor or Licensed Plumber.
_____ Fireplace Chimney Certification by a Nationally Certified Chimney Sweep Contractor.
_____ Number of Bedrooms

_____ Permits obtained for all work- plumbing, electric, furnace, water heater, roofing, siding, etc.

_____ Any Open Permits? _____YES _____NO LIST: _____

_____ # of BEDROOMS

_____ _____
Housing Official Date Approved