



The Borough of Hightstown
Code Enforcement Office
 156 Bank Street, Hightstown, NJ 08520
 (609) 490-5100 Ext. 617

APPLICATION – CERTIFICATE OF OCCUPANCY – SALE

This form and all certifications must be completed and submitted to the Housing Office.

PROPERTY ADDRESS: _____ **DATE:** _____

AMOUNT DUE \$ _____ Re-Inspection Fee: \$50 _____	\$100	Submitted a minimum of 10 business days prior to the closing date.
	\$150	Submitted LESS than 10 business days prior to the closing date.
	\$200	Submitted LESS than 5 business days prior to the closing date.

Owner's Name: _____ Email: _____ Phone #: _____

Agent: _____ Phone: _____ Closing Date: _____

Buyer's Name: _____ Current Address: _____

If corporation/business -- **Individual Names:** _____

Prior to scheduling the inspection, please obtain the following: Furnace/Boiler certification and fireplace chimney certification (if applicable) and provide a copy to the Construction Office.

Contact the Tax Office to make sure the water meter is working: Verified by Tax Office YES _____
 Contact the Tax Office for a final reading on the water/sewer bill: Verified by Tax Office YES _____

Furnace or Boiler Certification by an HVAC Contractor or Licensed Plumber	Date Received _____
Fireplace/Chimney Certification by a Nationally Certified Chimney Sweep Contractor	Date Received _____

FOR OFFICE USE ONLY -- CHECKS PAYABLE TO "HIGHTSTOWN BOROUGH"

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

Inspection 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 open - 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.
- _____ # of Bedrooms _____
- _____ Permits obtained for all work- plumbing, electric, furnace, water heater, roofing, siding, etc.
- _____ Open Permits/Violations? YES _____ NO _____ LIST: _____

Housing Official

Date Approved