



Borough of Hightstown

Code Enforcement Office

156 Bank Street, Hightstown, NJ 08520

(609) 490-5100 Ext 407

Email: DBell@HightstownBorough.com

APPLICATION for CERTIFICATE of COMPLIANCE SALE/TITLE TRANSFER

This form, payment of appropriate fee (see schedule below) and all certifications must be completed and submitted to the Code Enforcement Office to be considered. Certifications required for application completeness:

- Furnace/Boiler certification or checklist completed by a licensed HVAC or plumbing contractor.
- Level 2 wood-burning fireplace chimney certification (if applicable) by a Nationally certified Chimney Sweep Contractor. LEVEL 2 IS REQUIRED.

Upon receipt of the completed application packet, a representative from the Borough will contact you to coordinate scheduling an inspection. If the property is vacant, you may provide a lockbox code for access. A property with open permits may result in a delay of the issuance of Certificate of Compliance.

PROPERTY ADDRESS: _____ CLOSING DATE: _____

PROPERTY OWNER'S NAME: _____

EMAIL: _____ PHONE NUMBER: _____

AGENT: _____ EMAIL: _____

BUYER'S NAME*: _____

*List individual's names, not business.

BUYER'S CURRENT ADDRESS: _____

EMAIL: _____ PHONE NUMBER: _____

APPLICATION FEE:

AMOUNT DUE \$ _____

* Cash or check only.

Make checks payable to:

"Borough of Hightstown".

\$150	Submitted a minimum of 10 business days prior to the closing date.
\$200	Submitted LESS than 10 business days prior to the closing date.
\$250	Submitted LESS than 5 business days prior to the closing date.
\$75	Reinspection Fee

*****FOR OFFICE USE ONLY*****

Inspection Date: _____ Time: _____ Recorded: _____

- _____ Smoke detectors on each level and outside each sleeping area. (10-year sealed or hard-wired)
- _____ Carbon monoxide detector located near all sleeping areas. (Must be less than 10-years old)
- _____ ABC type fire extinguishers mounted w/in 10' of the kitchen (no larger than 10 pounds rated)
- _____ Windows open and stay open (required for fire egress)
- _____ GFCI (Ground Fault Circuit Interrupter) where required and operates properly.
- _____ Dryer vent connector is metal, not plastic.
- _____ No garbage disposal (Not allowed by Borough Ordinance)
- _____ Sump pump discharged as per Borough Ordinance
- _____ Sidewalks and curbs are in good condition.
- _____ # of bedrooms
- _____ Permits obtained for all work – plumbing, electric, furnace, water heater, etc.)

DATE APPROVED _____

HOUSING INSPECTOR _____

Date Received: _____ Fee: \$ _____ Check No./Cash: _____

Furnace/Boiler Cert: Fireplace/Chimney Cert: No open permits:

Revised: 01/2025