

HOUSING CODE INSPECTION APPLICATION INSTRUCTIONS

1. Fill out the ***Application for Inspection*** form and submit to the Housing Code Office in the Municipal Building, 114 Bridgeton Pike, Mullica Hill, New Jersey, 08062.
2. A \$100.00 fee for residential (\$200.00 if commercial) must accompany the application form.
3. The owner or his/her agent must contact the Housing Code Office at (856) 478-6522 to set up an inspection or re-inspection. Inspections will not be scheduled until all applications and fees are received.
4. After the initial inspection, if needed, an application for Re-inspection must be filled out completely and accompanied by a \$50.00 fee for residential (\$100.00 for commercial).
5. **Applications and/or fees will not be accepted by inspectors in the field.** All applications and fees must be submitted to the Housing Code Office.
6. No inspection or re-inspection will be scheduled without a completed application or without the fee paid in full. Upon correction of the violations, the applicant shall notify the Housing Code Office. Upon receipt of the re-inspection application, the Housing Code Inspector shall re-inspect the dwelling or subject unit. If all violations have not been corrected, a certificate of occupancy will not be issued. For each subsequent re-inspection the applicant shall notify the Housing Code Office in writing on the required form and shall submit a re-inspection fee of the correct amount for the use. This procedure will be followed until all violations have been corrected. Fill out the ***Housing Code Certificate of Occupancy*** form and a certificate of occupancy will be issued.
7. A certification may be required for the following:
Chimneys – roof – electrical – structural – heating systems

SMOKE DETECTOR AND CARBON MONOXIDE INSPECTIONS
ARE REQUIRED AND MUST BE PROCESSED THROUGH THE
BUREAU OF FIRE PREVENTION, PHONE NUMBER (856)478-6832
(Housing Department is not responsible for smoke detector
certifications.)