



# TOWNSHIP OF HARRISON

County of Gloucester  
114 Bridgeton Pike  
Mullica Hill, NJ 08062-2670

## HOUSING CODE INSPECTION APPLICATION INSTRUCTIONS

1. Fill out an *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 \$45.00 fee for residential (\$75.00 if commercial) must accompany the application for inspection.
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 \$25.00 fee for residential (\$45.00 for commercial).
5. All applications and fees must be submitted to the Housing Code Office. **Applications and/or fees will not be accepted by inspectors in the field.**
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

Because of scheduling and processing time, **APPLICATIONS MUST BE RECEIVED AT LEAST THIRTY (30) DAYS IN ADVANCE OF SETTLEMENT OR OCCUPANCY.**

**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.)**

(856) 478-4111

- Township Committee
- Municipal Clerk
- Emergency Management
- Environmental Commission

(856) 223-9054

- Finance Department

(856) 223-9053

- Tax Assessor

(856) 478-6454

- Tax Collector

(856) 478-6522

- Construction
- Planning
- Zoning
- Historic Pres. Commission

## **Inspection Report**

### **Section 1.3 Water Supply**

- 3.1 Potable water supply
- 3.2 Approved source
- 3.3 Minimum rate of flow

### **Section 1.4 Facilities**

- 4.1 Kitchen sink, water closet, lavatory, tub or shower
- 4.2 Lodging: one full bath per eight persons
- 4.3 Accessible bath
- 4.4 Approved systems and working order
- 4.5 Hot and cold water provided
- 4.6 Water heater, 120 - 160 degrees F

### **Section 1.5 Garbage and Rubbish**

- 5.1 Receptacles with lids at least one for each unit
- 5.2 Trash will be stored in these units only

### **Section 1.6 Lighting**

- 6.1 8% of floor area, window or skylight per room
- 6.2 Electric service required.
- 6.3 At least two working receptacles per room, proper use of extension cords.
- 6.4 Light for staircase, hall, cellar, basement, landing, furnace room, utility room, and non-habitable rooms
- 6.5 Interior and exterior passageways and stairs, illuminated. If lit, Switch controlled by each dwelling unit. (Multifamily)
- 6.6 Illumination for bathrooms (natural or artificial)

### **Section 1.7 Ventilation**

- 7.1 Ventilation for every habitable room, (2 air changes per hour)
- 7.2 Ventilation of bathroom

### **Section 1.8 Heating**

- 8.1 Heating equipment properly installed and maintained. (68 degrees inside, 0 degrees outside (F))
- 8.2 Space heaters, (except elec. or approved by UCC ) shall be vented to the exterior

### **Section 1.9 Egress**

- 9.1 Safe and unobstructed means of egress,
- 9.2 Sleeping room egress
- 9.3 Three story units

### **Section 1.10 Maintenance**

- 10.1 Building components in good repair and painted as required.
- 10.2 Stairways maintained, hand rails and guards
- 10.3 Porches, balconies, roofs used for egress 30" above grade maintained and protected
- 10.4 Roof, walls, windows, doors, etc. free from moisture leaks
- 10.5 Dampness in foundation, walls and floors free from dampness
- 10.6 Dwelling units free from pests (screens in good repair over openings)
- 10.7 Premises clear of rubbish, growth trimmed, fences in good repair
- 10.8 Order to take action on repairs
- 10.9 Bathroom floors water resistant

### **Section 1.11 Use and Occupancy**

- 11.1 150 sq. ft. floor space per occupant, 100 sq. ft. additional per person (habitable space only)
- 11.2 Sleeping space 70 sq. ft. per occupant, two or more occupants 50 sq. ft. per occupant
- 11.3 Minimum ceiling height 7 ft. 50% of the room, areas less than 5 ft. shall not be calculated towards habitable space requirements.
- 11.4 Rooms below grade used for sleeping, code requirements UCC