



TOWNSHIP OF HARRISON

Housing Department
114 Bridgeton Pike
Mullica Hill, NJ 08062
(856) 478-6522 ext 6128
property_maintance@harrisontwp.us

RESALE/ RENTAL CTO REQUIREMENTS

APPLICATION INSTRUCTIONS

- An application for inspection must be completely filled out and submitted to the Housing Code Official's office.
- **A \$100.00 fee must accompany the application for inspection. This fee covers the initial inspection and the first re-inspection. There is a \$150 expedited fee if inspection needs to be scheduled within 10 business days of the application date.**
- **A \$50.00 fee for the third and every subsequent inspection must be paid prior to scheduling the inspection.**
- All applications and fees must be submitted to the Housing Code Official's office. **Applications and/or fees will NOT be accepted by the inspectors in the field.**
- No inspection or re-inspection will be scheduled without a completed application or without the fee paid in full.
- The owner or Realtor must contact the housing office via phone or email to schedule the inspection. This will not be done until all applications and fees are received and application is processed.
- A certification may be required for the following: chimneys – roof – electrical – structural – heating
- The inspection is a general inspection and the Township does not guarantee that the premises inspected are free from latent defects; nor is the Township liable for damages or injury caused to any person as the result of any violation not reported herein.
- If the buyer is assuming the responsibility of obtaining the certificate, this office must be notified in writing prior to the issuance of the Certificate of Transfer of Occupancy or Certificate of Transfer of Ownership.

REQUIREMENTS FOR ISSUANCE OF A CTO

- Inspection – Passing based on the 2021 International Property Maintenance Code
- Smoke Detector Certification from the Fire Department
- Septic Certification – If the septic is not certified and there is work that needs to be done, then written documentation and/or sealed plans of corrections will be submitted to the office. Homeowner will be given 60 days to correct and a Temporary Certificate will be issued.
- Proper permits and inspections for any work completed in the home.
- All utilities must be on and working at the time of inspection.

Because of scheduling and processing time, please apply for inspections a minimum of 30 days prior to settlement.

LOCK BOX _____
LOCATION _____

OFFICE USE ONLY

DATE OF INSPECTION _____

DATE OF RE-INSPECTION _____

HARRISON TOWNSHIP

Housing Office: P= 856-478-6522 ext 6128

EMAIL: property_maintenance@harrisontwp.us

CTO

114 BRIDGETON PIKE

MULLICA HILL NJ 08062

CERTIFICATE OF TRANSFER OF OWNERSHIP / OCCUPANCY

FEES: RESIDENTAL INITIAL INSPECTION FEE - \$100.00 RESIDENTAL EXPEDITED FEE - \$150.00

COMMERCIAL FEE - \$200 COMMERCIAL EXPEDITED FEE - \$250.00

THIRD RESINSPECTION FEE - \$50.00

PLEASE FILL OUT ALL INFORMATION TO AVOID DELAYS!

BLOCK: _____ LOT: _____ ADDRESS NEEDING INSPECTION: _____

PROPERTY TYPE: _____ House Sale / _____ House Rental / _____ Apartment Rental / _____ Commercial

OWNER(S) NAME: _____ PHONE: _____ Ext. _____

CONTACT NAME AND NUMBER TO SET UP INSPECTION: _____

EMAIL: _____

(so we can email the report or CTO)

NEW BUYER/RENTER NAME (ALL): _____

REALTOR COMPANY: _____ AGENT: _____

AGENT EMAIL: _____ AGENT PRIMARY PHONE: _____ Ext. _____

**** Please do not schedule a settlement date until the CTO is approved and returned. ****

Building Information (Please be Accurate)

1st Floor LR ___ DR ___ KIT ___ BATH ___ Other _____

BR ___ BR ___ BR ___

2nd Floor LR ___ DR ___ KIT ___ BATH ___ Other _____

BR ___ BR ___ BR ___

3rd Floor LR ___ DR ___ KIT ___ BATH ___ Other _____

BR ___ BR ___ BR ___

Basement LR ___ DR ___ KIT ___ BATH ___ Other _____

BR ___ BR ___ BR ___

FEE: _____ DATE PAID: _____ CASH: _____ CHECK: _____

Inspection needed by : _____ Must be after 10 days of application or it will be considered Expedited.