



MINE HILL TOWNSHIP

Municipal Building, 10 Baker Street, Mine Hill, NJ 07803

Construction Department
Office: (973) 366-9031 x 5
Construction@MineHill.com

SELLING YOUR HOME

Certificate of Habitability

The Certificate of Habitability Ordinance requires that the owner of any property that is being sold to obtain a **Certificate of Habitability**. The certificate **MUST** be obtained before the new occupancy takes place.

Not obtaining a Certificate of Habitability is a violation!

It is strongly recommended that the application is submitted to the Code Enforcement Department at 10 Baker Street **at least 30 days** prior to the change in ownership in order for the required inspection(s) to be scheduled and completed.

Items to be addressed:

- All open construction permits and violations have been closed out
- 10-Year sealed battery smoke and carbon monoxide detectors are properly installed as outlined on the attached diagram
- All carbon monoxide detectors, smoke detectors, and fire extinguishers should be located as per New Jersey Admin. Code 5:70-4.19
- **Health Department Certificate of Completion – please contact the Health Department at 973-691-0900 ext. 7330 regarding the following items:**
 - If the property is connected to town water, the well must be decommissioned by a professional well driller prior to the transfer of sale and Well Decommissioning Report provided.
 - If the property has a septic system, a copy of the septic inspection report by an Engineer or a Certified Septic Inspector is required.

The Certificate of Habitability does not replace or supersede a home inspection.

Please contact the Code Enforcement Department at 973-366-9031 Ext. 5 with any questions.



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SMOKE DETECTOR REQUIREMENTS*

A minimum of one (1) smoke detector is required on each level of the home including the basement. One smoke detector must be outside of the bedrooms. If the home has bedrooms on more than one level, one smoke detector is required outside of each area. (Smoke/CO combo detectors are acceptable)

10-year lithium battery powered smoke and/or CO detector or hard-wired smoke/CO detectors are acceptable.

*All installed detectors must work whether they are required or not.

If a fire alarm system is connected to a central station, it has to be tested even though it is not required. Someone capable of resetting the alarm must be present at the time of inspection.

CARBON MONOXIDE DETECTOR REQUIREMENTS*

At least one (1) Carbon Monoxide detector must be installed on each level of the house where there are bedrooms. The detector may be 10-year lithium battery or plug-in type and must be mounted outside of the bedroom within 10 feet of the sleeping area(s). (Smoke/CO combo detectors are acceptable)

FIRE EXTINGUISHER REQUIREMENTS*

One portable fire extinguisher shall be installed in all homes upon change of occupancy. The extinguisher minimum rating 2A-10:BC and weigh no more than 10 pounds; must be tagged. Shall be mounted within 10 feet of kitchen and located in path of egress.

HOUSE NUMBERING

All houses must have the street number on the house; it also must be visible from the street. If the house is located off the street, the number must be placed on the mailbox or other suitable location that can be seen by the Fire Department.

NO CERTIFICATE OF HABITABILITY WILL BE ISSUED UNLESS ALL OF THE ABOVE REQUIREMENTS HAVE BEEN MET.

***New Jersey Administrative Codes 5:70-4.19, 5:70-4.19(e) and 5:70-2.3**



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Fire Safety and Habitability Application for Resale of Residential Property

Address of Property _____

Block _____ Lot _____ Qualifer# _____

<input type="checkbox"/> Resale of Residential Property Closing date:		
<input type="checkbox"/> 15 + days prior to closing \$100	<input type="checkbox"/> 6-14 days prior to closing \$125	<input type="checkbox"/> 5 days or less \$175

Current Property Owner _____
 Address _____
 Home Phone _____ Work Phone _____ Cell Phone _____
 Email Address _____

Purchaser Information

Name	Phone Number	Email

Description of Dwelling:

- Single Family
- Duplex
- Multi-family
- Townhouse/Condo
- Other

Number of.....

Floors, including basement _____
 Bedrooms _____ Kitchens _____
 Bathrooms _____ Garage/Sheds _____
 Smoke Detectors _____
 CO Detectors _____

Type of Heat

- Oil Gas Electric

Please check all that apply **Please note if the property has a septic system, a copy of a septic inspection report by an engineer or a certified septic inspector is required. Proof of well decommissioning is also required. If you have questions regarding septic or wells, please contact the Health Department at 973-691-0900 ext. 7330.



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<input type="checkbox"/> Finished Basement	<input type="checkbox"/> Unfinished Basement
<input type="checkbox"/> Municipal Sewer	<input type="checkbox"/> Septic
<input type="checkbox"/> Municipal Water	<input type="checkbox"/> Private Well
<input type="checkbox"/> Fire Extinguisher Present in Kitchen	<input type="checkbox"/> House # Identification

Owner Certification:

I hereby certify that all the above information is true to the best of my knowledge, and belief, I am aware that if the foregoing information is willingly false, that I am subject to penalties and criminal prosecution.

Owner Signature: _____ Date: _____

~~~~~FOR OFFICE USE ONLY~~~~~

Date received \_\_\_\_\_ Inspection Date \_\_\_\_\_ after 1pm  
 Fee \$ \_\_\_\_\_ Check/Cash \_\_\_\_\_ Check# \_\_\_\_\_ Control # \_\_\_\_\_  
 Received and Entered by \_\_\_\_\_ Date \_\_\_\_\_