

# 2025

## Mine Hill Township

10 Baker Street, Mine Hill, New Jersey 07803  
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### CH APPLICATION for SALE of RESIDENTIAL PROPERTY

CH # 25-\_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Street Address \_\_\_\_\_

1. **Owner's Name** \_\_\_\_\_ Phone #: \_\_\_\_\_

Address (if other than above) \_\_\_\_\_ Email: \_\_\_\_\_

2. **Buyer's Name** \_\_\_\_\_ Intends to Occupy \_\_\_\_\_ Rent Out \_\_\_\_\_

Current Address \_\_\_\_\_ Phone # \_\_\_\_\_

3. **Owner's Attorney** \_\_\_\_\_ Phone # \_\_\_\_\_

4. **Buyer's Attorney** \_\_\_\_\_ Phone # \_\_\_\_\_

5. **Number of dwelling units** \_\_\_\_\_ Number of Floors (including basement) \_\_\_\_\_

6. **Pools:** Above Ground \_\_\_\_\_ In-Ground \_\_\_\_\_ Hot tub \_\_\_\_\_ **Type of Heat:** Gas \_\_\_\_\_ Oil \_\_\_\_\_ Electric \_\_\_\_\_

7. **Number of:** Bedrooms \_\_\_\_\_ Kitchens \_\_\_\_\_ Bathrooms \_\_\_\_\_ Sheds/Garages \_\_\_\_\_ **Is there a:** Basement \_\_\_\_\_ Attic \_\_\_\_\_

8. If a copy of your survey is available, please attach it to the application.

9. The proper Smoke/Carbon Monoxide Detectors must be in proper working order. Fire Extinguisher must be hanging in the proper location.

10. **Closing Date:** \_\_\_\_\_

11. **FEE:** **\$175** must accompany the application

**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 a well decommissioning is also required. If you have any questions regarding septic or wells, please contact the Health Department at 973-691-0900 x7330. Check all that apply:**

Septic \_\_\_\_\_ Cesspool \_\_\_\_\_ Town Sewer \_\_\_\_\_ Private Well \_\_\_\_\_ Town Water \_\_\_\_\_

Single Family \_\_\_\_\_ Duplex \_\_\_\_\_ Multi-Family \_\_\_\_\_ Townhouse/Condo \_\_\_\_\_ Other \_\_\_\_\_ (Describe) \_\_\_\_\_

**Your approved CH is e-mailed to you and to whomever you wish. Please Print Clearly**

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**To Set Up an Appointment to Conduct the Inspections, the Township's Inspector shall Contact**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Owner Certification** I hereby certify that all the 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's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## See other side for new requirements.

# Selling of Residential Properties in Mine Hill Township

**Certificate of Habitability.** The Certificate of Habitability Ordinance requires that the owner of any property that is being sold obtain a Certificate, which **MUST** be obtained before the new occupancy takes place. Also included, but not limited to:

House number must be clearly visible, at least 2 1/4 inches high and in contrast with the background color. 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.

## Items to be addressed:

- All open construction permits and violations must be closed out.
- 10-Year sealed battery smoke and carbon monoxide detectors are properly installed as outlined below.
- All carbon monoxide detectors, smoke detectors, and fire extinguishers should be located as per NJ Administrative Code 5:70-4.19.
- **Health Department Certificate of Completion.** Please contact the Health Department at 973-691-0900 x 7330 regarding:
  - ◊ 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 a 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.

## Pools/Hot tubs

1. All pools must have a fence or wall at least 48 inches high around the pool area. Above ground pools at least 48 inches above ground level generally satisfy this requirement. Fences must meet the minimum state requirements.
2. All gates having access to the pool area must be at least 48 inches in height, opening out, self-closing, self-latching. The release must be at least 54 inches above ground level. This applies to above ground pools, too.
3. If there are no permits for the pool and/or a hot tub, the CCO will not be issued until the permits are procured and satisfactory inspections are done by the Building Department.

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

## **Smoke and Carbon Monoxide Detectors & Fire Extinguisher Certification Requirements**

**Smoke Detector Requirements.** Any home constructed with 110-volt electrically powered, interconnected smoke alarms must maintain that system in working order and may **not** be converted to battery-operated alarms.

All smoke alarms must be less than 10 years old and UL listed. Any new smoke alarm **must** be a sealed 10-year life unit.

Any home constructed prior to the code requirements for 110-volt powered smoke alarms must have at least one (1) battery-operated smoke alarm on every level of the home, including the basement and habitable attic. Additional alarms would be required in attics and crawl spaces under the home if they contain the boiler/furnace, water heater or other combustion-producing appliances.

All smoke alarms must be permanently mounted to the ceiling. If ceiling mounting is not possible, the alarm should be permanently mounted on the wall, at least four (4) inches down from the ceiling, with the bottom of the alarm within twelve (12) inches of the ceiling. Smoke alarms must be at least four (4) inches away from the **wall/ceiling corner** (see Diagram A).

Smoke alarms are required to be located in the hallway/outside bedrooms within ten (10) feet from all bedroom doors (Diagram B).

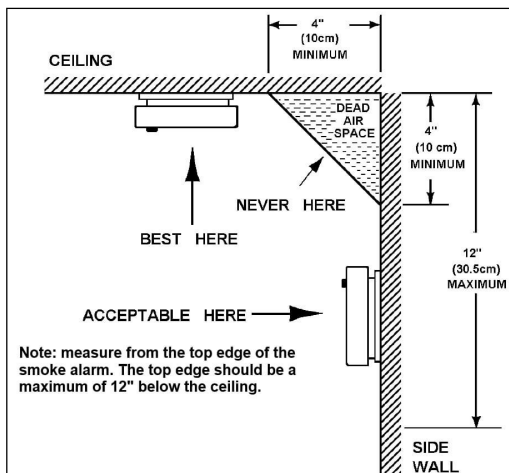
Basement smoke alarms should be located in close proximity to the bottom of the basement stairs.

When required, crawl space and attic smoke alarms should be located within arm's reach of the entrance to the space.

**Carbon Monoxide Alarms** must be located on all levels that have bedrooms. They are required to be located in the hallway/outside bedrooms within ten (10) feet of all bedroom doors.

Carbon monoxide alarms may be electrically hardwired as part of the smoke alarm system, electrically powered plug-in type, or battery.

Combination smoke/carbon monoxide alarms must be permanently mounted to the ceiling at least



four (4) inches away from the ceiling/wall corner.

Battery operated carbon monoxide alarms must be permanently mounted in accordance with the manufacturer's instructions (normally wall mounted, approximately four (4) to six (6) feet above floor level.)

Plug-in electrically powered carbon monoxide alarms may be plugged directly into an electrical outlet that is located in the hallway/outside the bedroom and within ten (10) feet of the bedroom doors.

**FIRE EXTINGUISHERS ARE NO LONGER REQUIRED.**

## **NEW STATE REQUIREMENT**

### **Secondary Power Source Identification Label**

- A residential structure must have a label installed within 18 inches of both the main electrical panel and the electric meter warning of the dangers associated with secondary power sources.
- A secondary power source may include permanently installed internal combustion generators, solar panels, battery storage systems, or any other supplemental source of electrical energy to primary power supply.
- The label must be marked with the wording similar to **“CAUTION: MULTIPLE SOURCES OF POWER”** and may not be handwritten. A label compliant with ANSI Z535.4 will meet the requirement of this law.



**No Certificate of Habitability will be issued unless all of the above requirements have been met.**