



TOWNSHIP OF DEPTFORD
CONSTRUCTION OFFICE
Gloucester County, New Jersey

Municipal Building
1011 Cooper Street
Deptford, New Jersey 08096
(856) 845-5300 phone
(856) 845-8995 fax
www.deptford-nj.org

APPLICATION FOR HOUSING CHANGE IN OWNERSHIP

An inspection of the entire property according to: Change in Occupancy Pursuant to N.J.A.C. 5:70-2.3 and 4.19;
Ordinance # 0.2.15 and International Property Maintenance Code, Current Edition

SUBJECT PROPERTY

ADDRESS: _____ BLOCK _____ LOT _____

OWNER OF PROPERTY

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

APPLICANT

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

BUYER

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

IS DWELLING VACANT? YES ☐ NO ☐ PROPOSED OCCUPANCY DATE? _____

DOES THIS PROPERTY HAVE WELL OR SEPTIC? _____ If yes, you must provide a NO FURTHER ACTION
letter from the Gloucester County Department of Health prior to the issuance of a Certificate.

RESALE ☐ RENTAL ☐ CURRENT LANDLORD REGISTRATION ON FILE? _____

WATER METER LOCATION: CRAWLSPACE ☐ BASEMENT ☐ OTHER ☐

SEE BACK OF FORM

TYPE OF DWELLING UNIT

SINGLE FAMILY ☐ DUPLEX ☐ TOWNHOUSE ☐ CONDO ☐ MULTI DWELLING ☐

CHECK ALL THAT APPLY

LIVING ROOM ☐ DINING ROOM ☐ KITCHEN ☐ FAMILY ROOM ☐

OF BEDROOMS _____ # OF BATHS _____

BASEMENT: FINISHED ☐ UNFINISHED ☐ POOL: INGROUND ☐ ABOVE GROUND ☐

DECK ☐ ENCLOSED PORCH ☐ GARAGE ☐ SHED ☐

FEES: \$100 per unit. The fee includes application, inspection and one (1) re-inspection; an additional **\$75 per unit** for an additional re-inspection. You may call the housing inspection dept. at (856) 845-5300 to schedule. Please allow ten (10) business days for inspection to be completed. This dwelling is not to be occupied until a Certificate is issued by the Housing inspector of Deptford Township. Inspections are valid for 60 days. **NOTE:** It is unlawful for the owner of any dwelling unit to rent or sell said dwelling unit that has received a compliance order or a notice of violation before corrections or repairs are made. Furthermore, all work that is related to open construction permits must be completed and permit closed out prior to the issuance of a certificate of occupancy. I swear that the above application is true and correct to the best of my knowledge and that I agree to comply with the information listed above.

SIGNATURE OF APPLICANT

DATE OF APPLICATION

DEPTFORD TOWNSHIP MUA APPROVAL STAMP