

FREQUENTLY ASKED QUESTIONS (FAQs)

When do I need to get an inspection/Certificate of Occupancy? A Certificate of Occupancy is required in Bordentown City when selling or purchasing a property, when there is a change in occupancy, or when a property is to be rented out. This includes purchasing a bank owned/foreclosed parcel or deeded transfers from one person to another, even when the receiving party may have been living in the premises at the time of the transfer. The housing inspection ensures that buyers and tenants moving into properties have a safe environment. All items inspected have an effect on life safety, health, and welfare of occupants or users of buildings. Property records are also checked for work done without permits and permitted work that was never inspected.

How do I schedule my housing inspection? Once the housing application form is filled out and paid for, an inspection will be provided for the next available appointment time. The City allows for the use of lock boxes for entry into vacant properties. If a lock box is not available at the property, someone over the age of 18 must be present to let the inspectors onto the property.

How far in advance do I need to schedule my inspection? Please allow at least 2 weeks for scheduling your initial inspection appointment.

Can my property be inspected if I do not have a renter yet? An inspection can be done if the unit is vacant and there is no tenant ready to move in, but the inspection/application is only valid for 30 days. The CO will not be issued until the tenant's name is provided.

Can I get a Temporary CO? The City of Bordentown Housing Department no longer issues Temporary Certificate of Occupancy. The Buyer can request a "No Occupancy" letter if the property is being purchased "As-Is" and occupancy will not occur and is prohibited until the Buyer completes all repairs, renovations, permits and certifications as may be required, and a Certificate of Occupancy is issued.

I'm purchasing a property "As-Is". What do I need from the city so I can close on my property? The city will provide you with a letter of No Occupancy that you can bring to closing. You may not occupy the residence until the property has been inspected and a CO is issued.

Do I need to put my house number on my house or mailbox? All buildings MUST be numbered so that emergency personnel can see your address from the street. If on an alley, front and back needs to be numbered.

How do I get a survey from the city? The City of Bordentown does not have surveys. A survey is a private transaction, typically ordered by the buyer at the time of purchase of a property. If a survey was provided to the construction or zoning department as part of a project, there is a chance that it will be in the permit file.

How do I find out if there are open permits or violations for the property? You may request public records of any property. Please submit an OPRA Form to the Municipal Clerk.

How do I register my dwelling? Owners are required to register as a landlord every January with the City of Bordentown for every rental dwelling (single and multi-family), to register, please visit www.cityofbordentown.com and complete the “Landlord Registration” form and submit with the appropriate fee. Owners of multi-family dwellings are also required to register with the NJ Bureau of Housing. To register, please go to <https://njdcaportal.dynamics365portals.us/> to access the DCA Service Portal.

What kind of smoke detectors are required? All smoke detector requirements are available in the housing application packet on the website; (smoke detector requirement for change of occupancy).

Where should I install the fire extinguisher? All fire extinguisher requirement information is in the housing application packet; (fire extinguisher requirement for change of occupancy).