

# TOWN OF DOVER

## Code Enforcement & Inspection Department

COUNTY OF MORRIS  
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*William J. Isselin – Chief Code Enforcement Officer*

### **CERTIFICATE OF COMPLIANCE PROCEDURE FOR RESIDENTIAL DWELLINGS**

**GENERAL:** No owner, agent, or any person shall rent or lease or sell or in any way deliver up for use, change of use or occupancy any business, building, dwelling unit, lodging unit, rooming unit, or boarding unit, until a Certificate of Compliance has been issued by the Code Official.

#### **I: CERTIFICATE OF COMPLIANCE (C of C) APPLICATION**

- A) All applications must be completed.
- B) Application fee must be paid for prior to scheduling an inspection.
- C) Applications must be submitted no less than ten (10) working days prior to the anticipated closing date. (It is recommended that a certificate be applied for immediately after attorney review.)
- D) A date and time will be given for the C of C inspection.

#### **II: INSPECTION**

- A) On the day of the inspection, we will be doing a complete interior and exterior property maintenance inspection. We will also be measuring all rooms so that a calculation can be made to determine what the sleeping capacity is.
- B) Some of the things that we will be looking for during an inspection are, but not limited to:
  - 1. Open Construction Permits: All outstanding construction permits must be inspected and approved prior to a C of C being issued.
  - 2. Exterior Property Areas: including sidewalks, drainage, weeds and grass, accessory structures, unlicensed motor vehicles, rubbish or garbage, etc.
  - 3. Exterior Structure: including building, siding, foundation walls, gutter and leaders, roofs, windows, overhangs, screens, and doors, etc.
  - 4. Interior Structure: including interior surfaces, rubbish or garbage, insects, stairs and railings, hand rails and guards.
  - 5. Lights and ventilation: including venting in bathrooms, clothes dryer exhaust, habitable spaces, etc.
  - 6. Occupancy limitations: including possible overcrowding, occupancy calculations, minimum room sizes, ceiling heights, minimum room widths, and minimum area requirements, etc.
  - 7. Plumbing Facilities: including toilets, sinks, showers, bathtubs, proper water supply, sump pump discharge, and water heating facilities, etc.
  - 8. Heating Facilities: including heating equipment, cooking equipment, clearances, fireplaces, etc.
  - 9. Electrical facilities: including receptacles, ground fault circuit interrupter (GFCI), lighting fixtures, electrical system hazards, etc.
  - 10. Means of Egress: including safe and unobstructed means of egress, emergency escape, aisle widths, etc.
  - 11. Accumulation and storage: including garbage, hazardous material, etc.
  - 12. Fire protection and carbon monoxide: including smoke detectors, fire extinguishers, carbon monoxide detectors, etc.
  - 13. Sanitary conditions: including cleanliness, garbage facilities, containers, etc.

14. Extermination: including insects, rats or other pests.

**III: INSPECTION RESULTS IN NO VIOLATIONS FOUND**

- A) If the inspection results in no violations found, a Final Certificate of Compliance can be issued. A minimum of three working days is required to process a Final Certificate of Compliance. **No C of C's will be issued on the same day as the inspection.**

**IV: INSPECTION RESULTS IN VIOLATIONS FOUND**

- A) If violations are found a list will be prepared of the violations that need to be corrected. If the owner wants to receive a Final C of C all of the said violations must be corrected within thirty days of the issuance of the inspection results.
- B) If violations are found during the initial C of C inspection, then the owner must make a decision as to how he or she is going to proceed.
- C) If the owner is not looking to do any repairs or only some of the repairs, a Temporary C of C can be issued.
- D) There are two types of Temporary C of C's. If the violations found are safety related and the owner refuses to make the repairs a Temporary C of C can be issued that allows for the closing to continue but there will be a stipulation on the C of C that no one can occupy the building until all of their violations have been corrected within thirty (30) days of the issuance of said Temporary C of C.
- E) The second type of Temporary C of C that can be issued is when there are violations found that are not safety related. A temporary C of C can be issued for thirty (30) days with a stipulation that the new owner will correct these violations within thirty (30) days of the issuance of a temporary C of C.

**NOTE #1:** In order to issue any Temporary C of C, a letter must be provided to us from the perspective buyer that says that he or she will be responsible to correct all said violations within thirty (30) days of the issuance of a Temporary C of C.

**NOTE #2:** The C of C fee includes the cost of the initial inspection plus one (1) re-inspection. Additional re-inspections, whether due to non compliance or inability to gain access for a scheduled re-inspection, will be charged \$75.00 per re-inspection visit. The cost for all inspections relating to the issuance of a C of C shall be paid in full no less than twenty-four (24) hours prior to the scheduled reinspection.

**V: COMPLETING TEMPORARY C OF C VIOLATIONS**

All violations relating to a temporary Certificate of Compliance must be corrected within thirty (30) days. Extensions of time may be granted if a good faith effort is shown that the violations are being addressed and will be completed within a reasonable time frame. If the violations are not corrected and a request is not made for an extension a summons to court may be issued for failure to comply with the temporary C of C. The penalties for failing to comply can be up to \$1,250.00 or a term of imprisonment not exceeding ninety (90) days or a period of community service not exceeding 90 days.

If there are any questions regarding the Certificate of Compliance process, please call 973-366-2200 Ext. 2114 for help. To review the Property Maintenance Code go to the Town of Dover website at [www.dover.nj.us](http://www.dover.nj.us), click on Departments, Code Enforcement Department and download the Property Maintenance Code which is available in PDF Form

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