



TOWNSHIP OF MANTUA

Gloucester County, New Jersey

401 Main Street • Mantua, NJ 08051

865-468-1500

www.mantuatownship.com

UNIFORM CONSTRUCTION CODE OFFICE

Construction Office Direct Number: (856) 468-9050

Construction Clerks' Phone Number: (856) 468-1500 ext. 126 or 127

Welcome to the Construction Office of Mantua Township

Dear New Resident:

Our office services the construction needs for both Mantua Township and Wenonah Borough. Additionally, we do all housing inspections for Mantua. Our hours of operation are 8:30 AM until 4:30 PM Monday through Friday and, for your convenience, we are available on Tuesday evenings from 6 - 7:30 PM. All permit applications must be reviewed and priced by our Construction Sub Code Officials before release. Inspections are included in the cost of your permit and are an important part of the permit process. All inspectors are New Jersey State Licensed Inspectors in one or more trades and are helpful in answering any construction questions.

A **HOUSING CERTIFICATE** is required for any residential sale or change of tenant. There is a \$90.00 fee (cash or check) for the initial inspection, which includes one free re-inspection. Subsequent re-inspections will be 30.00. This inspection entails all health and safety issues, including smoke detectors, fire extinguisher, carbon monoxide, handrails, etc.

The Construction Office works in conjunction with the Planning and Zoning Department in order to expedite your project as efficiently as possible.

All Information for **HOUSING** and **CONSTRUCTION** can be located on the Mantua Township website www.mantuatownship.com.

Welcome to Mantua!

Sincerely,

James T. Gallagher

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Mantua Township Construction Official



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A **HOUSING CERTIFICATE** is required for all human habitation of all existing dwelling units in the Township of Mantua before a change in occupancy of any such unit is affected.

Applications for a **HOUSING CERTIFICATE** for change of occupancy shall be made to the Construction Office, on a form provided by the Construction Official. Such application to the Construction Office shall be accompanied by a fee of ninety (90.00) dollars and can be made in person, dropped off in our convenient drop box outside of the Construction Office or mailed. If the application is mailed, it is the responsibility of the applicant to follow up with a phone call to schedule the inspection. The 90.00 fee includes one free re-inspection if needed. Subsequent inspections are an additional thirty (30.00). If there are any violations and a re-inspection is necessary, it is the responsibility of the applicant to call for a date for same.

In addition to the requirements for a **HOUSING CERTIFICATE**, (see Township Ordinance 95, Housing Standards), it shall also be required that each dwelling unit have installed therein, a minimum of (1) approved UL listed and labeled 10 YR smoke detector per floor as well as (1) carbon monoxide detector per floor and must be installed within ten (10) feet of bedroom doors. A fire extinguisher is required to be installed (mounted) in the kitchen.

Any questions concerning **HOUSING CERTIFICATES** should be directed to the Construction Office at the above list

James T. Gallagher

James T. Gallagher

Construction Code Official, Mantua Township

Note: A Housing Certificate is *not* required for refinancing.

Note: A Certificate of Occupancy is *not* required for a commercial property except as part of alterations or a change of use.



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APPLICATION FOR A HOUSING INSPECTION

Application for an inspection/re-inspection shall be made in person with fees to be paid at that time. An initial inspection fee is \$90.00 which will include one re-inspection if needed. Additional re-inspections will incur an additional fee of \$30.00. A date and time for the inspection will be determined at the time of the application. If the dwelling is multi-family, a fee of \$90.00 each is required for each dwelling unit being inspected at that time. ALL UTILITIES MUST BE CONNECTED & WORKING in order to inspect appliances & fixtures.

BLOCK: _____ LOT: _____ DATE OF APP: _____

ADDRESS TO BE INSPECTED: _____

CITY/STATE/ZIP: _____

PROPERTY OWNER: _____

TYPE OF DWELLING (Check One): Single Family _____

Multi-Fam (3 or more) _____ Multi-Fam (4 or more) _____

Mixed Use (Approved Business & Residence) _____

RENTAL: _____ OR RE-SALE: _____

PRIVATE WELL: _____ PRIVATE SEPTIC: _____ MUNICIPAL: _____

*****Provide a Contact Name & Phone Number*****

Name

Phone

The HOUSING CERTIFICATE can be picked up by noon the following day after approval. If you would like us to mail or email it, you must provide a self-addressed stamped envelope or email address at the time of the application.

Updated 2/21/2025

COMMON HOUSING INSPECTION VIOLATIONS

- 1) Missing switch plate cover
- 2) Missing junction box cover
- 3) Burned out circuit breaker
- 4) Broken storm door (latches, etc)
- 5) Broken door panels
- 6) Broken windows
- 7) Missing primary windows, screens
- 8) Inoperative windows
- 9) Holes in ceiling or walls
- 10) Bulging ceilings or walls
- 11) Flaking or chipping interior paint
- 12) Inoperative or broken stove/oven
- 13) Refrigerator operating off extension cord
- 14) Toilet back up or runs continuously, or leaks
- 15) Tub/Shower trap leaks, sink loose from the wall
- 16) Sink trap leaks /sink loose from the wall
- 17) Tub/Shower wall impregnated with water
- 18) Bathroom exhaust fan inoperative
- 19) Electrical Hazard present in bathroom
- 20) Floor rotted around toilet and/or tub
- 21) Holes in siding or roof (also leaking present)
- 22) Holes in foundation
- 23) Broken, cracked or rotted boards in steps, porch, landings
- 24) Broken or hanging gutters &/or downspouts
- 25) Bricks missing or leaning chimney
- 26) No heat source
- 27) Improperly vented heating system
- 28) Improperly wired heating system

Updated 2/21/2025

- 29) Combustible materials or fuel stored near heating system
- 30) Broken, sooted, loose smoke pipe
- 31) Hot water heater missing relief valve w/ discharge pipe to floor
- 32) Hot water heater rusted, leaking or positioned in standing water
- 33) Hot water heater adjacent to combustible items stored
- 34) Leaking spigots, pipes, fittings, & connector
- 35) Leaking waste water pipes, fittings & connector
- 36) Clogged waste water pipes and / or traps
- 37) Evidence of infestation (mice, rats, roaches or other vermin)
- 38) Presence of trash, garbage, organic/inorganic waste
- 39) Presence of special hazards (hole in the ground, cliff, unguarded pool, low limbs, uneven walkway, loose railings or floor coverings)
- 40) Standing pools of water
- 53) Unit adjacent to fire hazard
- 54) Unit adjacent to air quality hazard
- 55) Natural gas off or scheduled for turn off
- 56) Electric Off or scheduled for turn off
- 57) Water source off or scheduled for turn off
- 58) Sewer Service interrupted or scheduled for turn off
- 59) Trash & debris throughout basement, attic & unit
- 60) Kitchen sink leaks/drips or trap leaks
- 61) Inadequate hot water to kitchen sink
- 62) Smoke detectors missing or inoperative
- 63) No Carbon Monoxide detector present or inoperative
- 64) Unpainted or flaking exterior paint
- 65) Missing or broken door locks
- 66) Missing handrails interior and/or exterior on 3 or more steps
- 67) No anti-tip bracket on stove

Updated 2/21/2025

SMOKE DETECTORS: One smoke detector is required on each level of dwelling

CARBON MONOXIDE DETECTOR: Required within 10' of bedroom area

PORTABLE FIRE EXTINGUISHER:

- 1) At least one portable fire extinguisher shall be installed in one and two family dwellings
- 2) The extinguisher shall be listed, labeled, charged and operable
- 3) The size shall be no smaller than 2A: 10BC, sold for residential use and weigh no more than 10 LBS.
- 4) The hangers & brackets supplied by the manufacturer must be used
- 5) The extinguisher must be located within 10 feet of the Kitchen
- 6) The top of the extinguisher must not be more than 5 feet above the floor AND MUST BE VISIBLE
- 7) The extinguisher must be visible and in a ready accessible location
- 8) The extinguisher must be near a room exit or travel path that provides an escape route to the exterior
- 9) The extinguisher must be accompanied by an owner's manual written information regarding the operation, inspection and maintenance of the extinguisher.
- 10) Lastly, the extinguisher must be installed with the operating instructions clearly visible.

NOTE: THIS IS NOT AN ALL-INCLUSIVE LIST.IT REPRESENTS COMMON HOUSING QUALITY STANDARD VIOLATIONS FREQUENTLY FOUND.