



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 of Mantua Township. 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.

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

James T. Gallagher

Mantua Township Construction Office

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A **HOUSING CERTIFICATE** is required for any residential sale or change of tenant.

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 one hundred (100.00) 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 100.00 fee includes one free re-inspection if needed. (Does not include the fire and smoke inspection they are handled by the fire district at their cost.) 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. (This depends on the year the house was built)

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.



MANTUA TOWNSHIP
RENTAL/RESALE HOUSING INSPECTION
CONSTRUCTION DEPARTMENT

FOR OFFICE USE ONLY

SCHEDULED DATE/TIME: _____ AM / PM

Please make checks payable to Mantua Township

SETTLEMENT DATE: _____

PROPERTY INFORMATION

Address to Be Inspected				Year Built	
Block	Lot	Qualifier	Lock box #	Dwelling Vacant?	Utilities On?
☐ Single Family ☐ Two-Family (Duplex) ☐ Three-Family (Triplex) ☐ Multi-Unit Apartment ☐ Townhouse/Condo ☐ Mobile Home					
☐ Township Sewer ☐ Private Septic ☐ Township Water ☐ Private Well					
____ # Bedroom(s) ____ # Bathroom(s) ____ Living Room ____ Family Room ____ Kitchen ____ Dining Room ____ Garage ____ # Shed(s) ____ Pool ____ Basement (Finished) ____ Basement (Unfinished) ____ Fireplace/Wood Burning Stove (Cert.) ____ Well/Septic Tank (Cert.)					
☐ Rental			☐ Resale		

CURRENT OWNER/LANDLORD INFORMATION

Current Owner Name	Phone Number
Current Owner Address	Email Address

PROSPECTIVE BUYER/TENANT INFORMATION

Prospective Buyer Name	Phone Number
Prospective Buyer Address	Email Address

AGENT INFORMATION

Lessor's Agent Name	Lessor's Agent Email	Phone Number
Lessee's Agent Name	Lessee's Agent Email	Phone Number

CERTIFICATION

I hereby certify that the statements herein are true and correct to the best of my knowledge. I understand that if I knowingly make any false statement herein I am subject to such penalties as may be prescribed by law or ordinance.

Owner or Owner's Agent Signature	Print Name & Title	Date
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OFFICIAL USE ONLY

DO NOT WRITE BELOW THIS LINE

TYPE: ☐ **Housing Certificate (Includes One Free Re-Inspection) \$100** ☐ **Additional Re-Inspection \$30**

Application #:		☐ Pass ☐ Fail
Check/MO #:		
Received Date:		