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## **Request for Certificate of Occupancy Inspection FOR RESIDENTIAL HOMES ONLY**

- 1) Inspection requests must be submitted 24 hours prior to the date of the request. Example- Monday inspection must be submitted by 8am on Sunday. Wednesday inspection must be submitted no later than 8am Tuesday.
  
- 2) Please note that Mott Watkins Associates only does inspections on Monday & Wednesdays. You do not need to be present for our inspection & we do not schedule specific times. If it is raining on the day of your inspection, it will be pushed to the next inspection day. Please plan your closings with plenty of time for our office to do out paperwork & the Township to do theirs. Example- Monday is your inspection day but it is raining, the inspection will be moved until Wednesday.
  
- 3) Email the attached request for CO inspection form & a copy of the as-built survey for the property back to our office as one (1) file (1 attachment) to [chris@mottwatkins.com](mailto:chris@mottwatkins.com) \*\*We cannot schedule an inspection without the request form & the survey.
  
- 4) The as-built survey must include house location, driveway location, any structures on the property (sheds, pole barns, decks, patios, pools etc.), grading contours for the entire property, grade shots throughout the entire property to show the flow of the water & grade shots five (5') feet into the adjacent lot(s).
  
- 5) When you are completing the request for CO form please supply us with an actual date you want us to come out. "ASAP" is not acceptable.
  
- 6) Once our actual field inspection has been completed- you will be copied on the report that is sent to the Township, via email within 48 hours. Example- Monday inspection, the report will be sent to the Township by the end of the business day on Wednesday.
  
- 7) We do not accept phone calls for requests of inspection or results of inspections Everything must be completed via email, this way there is always documentation of requests & reports for both offices.
  
- 8) What are we looking for when we do our inspections?



a. For emergency purposes- the house number must be as close as possible to the front door or garage whichever is more visible from the street and have 6” size numbers that are reflective and can be visible from the street. If there is no house number, *no paperwork* will be sent to the Township until this has been completed.

b. Stabilization of the property, via grass, or straw and hydroseed depending on the time of year. Grass shall be established, vigorous, healthy, and growing with 75% germination for proper stabilization. A TCO will not be given if this is not completed. Plan your closings according. Winter conditions are from November 15<sup>th</sup> to March 15<sup>th</sup>.

c. There is a stabilized driveway and sidewalk to the front door/porch.

d. There must be a concrete or asphalt driveway apron at the street. Curb & sidewalk if it is required at this location.

e. Making sure that the new grading is as per the as-built plan and the proposed approved grading plan. Also, that the new grading is not directing the water flow from this property to adjacent lot. Any drainage issues *must be resolved prior* to the TCO being issued.

f. Making sure all construction debris has been removed from the property & port-pots have been removed. This includes all downed trees, dead trees, concrete spoils, and trees that were damaged during construction of the home.

**Request for Certificate Of Occupancy Inspection  
FOR RESIDENTIAL HOMES**

- SITE CLEARING**
- INDIVIDUAL LOT CLEARING (after receipt of Building Permit)**
- STORM WATER SYSTEMS**
- SIDEWALKS**
- CURB**
- ROAD SUB BASE and/or SAMPLING**
- PAVING**
- CERTIFICATE OF OCCUPANCY- 1<sup>ST</sup> INSPECTION**
- RE-INSPECTION FOR A CERTIFICATE OF OCCUPANCY**

Email this completed form & a copy of the as-built survey for the property. Survey should include house location, driveway location & grading contours for the entire property.

**Email this form to:**  
**Chris Mellon at [chris@mottwatkins.com](mailto:chris@mottwatkins.com)**

**From:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Phone:** (     ) \_\_\_\_\_

**Email:** \_\_\_\_\_

Please give our office 24-48-hour prior notice

\*\*Upon our on-site inspection, the Egg Harbor Township Building Department will receive our inspection report within 48-72 hours after inspections. Please plan your time frames accordingly.  
\*\* Note that if it is raining the day of the inspection, the inspection will be pushed to the next available day.

**Request date for inspection to be conducted:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_

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