

ORDINANCE 2023 – 7

AN ORDINANCE AMENDING CHAPTER 199 “HOUSING STANDARDS” AND CHAPTER 280 “RENTAL PROPERTY” OF THE CODE OF THE TOWNSHIP OF WILLINGBORO

WHEREAS the Township Code does not regulate a time period in which to apply for a resale or rental inspection and there exists a need to establish such guidelines for the scheduling of inspections and establish a fee to expedite inspections to facilitate urgent needs of agents/owners when settlement or occupancy is required in four (4) days or less.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the Township of Willingboro, County of Burlington, and State of New Jersey that Chapter 199 “Housing Standards” of the Code of the Township of Willingboro is hereby amended and supplemented as follows:

§ 199-8 Certificate of occupancy; inspections.

There is hereby established a requirement for a certificate of occupancy prior to a change in ownership or occupancy for all dwellings or dwelling units. No person shall own or occupy, as owner or occupant, any dwelling or dwelling unit for the purpose of living therein which does not conform to the provisions of the New Jersey State Housing Code without first having obtained a certificate of occupancy for the dwelling or dwelling unit from the Department of Inspections, stating that the dwelling or dwelling unit complies with the requirements of the code.

A. The owner or their authorized agent shall make an application to the Department of Inspections for an inspection of the dwelling or dwelling units. Upon completion of the application and payment of the fee as provided for in § 150-7 of the Code of the Township of Willingboro, the Department of Inspections shall schedule an inspection of the premises. **Inspections must be scheduled at least fifteen (15) calendar days prior to the settlement date. Requests for expedited inspections received four (4) calendar days or less prior to the settlement date will require an additional fee of \$80.00.** It is the responsibility of the owner or their authorized agent to ensure that the Code Enforcement Officer has access to the premises for inspection. It is the responsibility of the owner or their authorized agent to provide 24 hours notice to cancel or reschedule an inspection, or the initial fee will still be assessed as if the inspection had taken place.

B. The housing inspection is a visual examination of all accessible physical components of the structure to determine continued occupancy. This inspection does not include a complete electrical, plumbing, and heating equipment guarantee by the Department of Inspections. A separate certification of the heating equipment is required by a qualified technician, authorized by the Township, that the heating equipment operates safely prior to issuance of a certificate of occupancy. The certification must be made not more than 30 days prior to the certificate of occupancy being issued.

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C. If the residential dwelling or dwelling unit does not comply with the requirements, no certificate of occupancy shall be issued. The Department of Inspections shall issue a written notice of defect, specifying any violations of the requirements. Each certificate and notice shall be dated, and a duplicate copy shall be retained by the Department of Inspections. The owner shall have 30 days from the date of inspection to complete all repairs and apply to the Department of Inspections for a re-inspection. Upon passing the reinspection, a certificate of occupancy shall be issued to the owner.

BE IT FURTHER ORDAINED by the Mayor and City Council of the Township of Willingboro, County of Burlington, and State of New Jersey that Chapter 280 “Rental Property” of the Code of the Township of Willingboro is hereby amended and supplemented as follows:

§ 280-3 Notice of occupancy; inspection fees.

Prior to any residential rental becoming occupied, the owner shall give written notice thereof to the Department of Inspections. This notice shall contain the name and address of the owner, and if the notice is given by someone on behalf of the owner, that person's name and address. The notice shall describe the residential rental unit and shall be accompanied by a fee for each inspection as provided in § 150-7 of the Code of the Township of Willingboro. **Inspections must be scheduled at least fifteen (15) calendar days prior to the tenant’s occupancy date. Requests for expedited inspections received four (4) calendar days or less prior to the tenant’s occupancy date will require an additional fee of \$80.00.**

BE IT FURTHER ORDAINED by the Mayor and City Council of the Township of Willingboro, County of Burlington, and State of New Jersey that:

1. All sections of the Township Code not amended hereunder shall remain in full force and effect.
2. In the event any section, part, or provision of this Ordinance shall be held unconstitutional or invalid by any Court, such holding shall not affect the validity of this Ordinance or any remaining part of this Ordinance other than the part held unconstitutional or invalid.
3. All ordinances or parts thereof which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of their inconsistencies.

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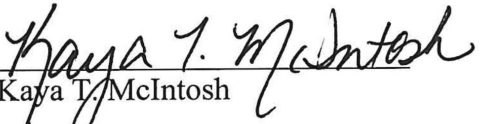
4. This Ordinance shall take effect twenty (20) days after its final passage and publication as required by law.

First Reading – April 4, 2023

Councilmember	Motion	2 nd	Yea	Nay	Recuse	Abstain	Absent
Councilman Anderson	X		X				
Councilwoman Perrone			X				
Councilwoman Worthy		X	X				
Deputy Mayor Whitfield			X				
Mayor McIntosh			X				

Public Hearing/Final Reading- April 18, 2023

Councilmember	Motion	2 nd	Yea	Nay	Recuse	Abstain	Absent
Councilman Anderson	X		X				
Councilwoman Perrone			X				
Councilwoman Worthy		X	X				
Deputy Mayor Whitfield			X				
Mayor McIntosh			X				


 Kaya T. McIntosh

Attest 
 Brenda Bligen, Acting Township Clerk