



Real Estate Transfer Information

Sales & Rentals



DEPARTMENT OF HEALTH

Letter of Review: An approval for onsite septic systems and/or onsite well water quality is required for any sale or rental in Hopewell Township. If a property has public water or public sewer service, these approvals are not required. **The Health Department does not dictate who pays for testing or submits application.** That is privately negotiated and agreed upon as part of sale process. Here's what you need to do:

Septic - A third party inspection firm must be contracted to inspect the septic system following NJDEP procedures. These procedures are prescribed by state law and assure standardized inspection methods are followed. Should the inspection note deficiencies, the buyer and seller must negotiate how those deficiencies will be addressed. The Health Department will only mandate action where federal, state or local laws are violated. Repairs or alterations to septic systems require permits and inspections from the Hopewell Township Health Department. The only exception is rusty tank lids or bolts. Those issues shall be resolved between the private parties. *Rentals only require a septic tank pump out & visual inspection, not full inspection.*

Well Water - A New Jersey Department of Environmental Protection certified laboratory must collect a water sample from the property following New Jersey Private Well Test Act (NJPWTA) procedures and analyze for all NJPWTA parameters. A raw water sample is required by NJPWTA. If treatment device(s) are already in place, post treatment sample(s) are also needed to demonstrate effectiveness of that system(s).

If the water test fails to meet New Jersey Safe Drinking Water Act standards for primary drinking water contaminants, corrective action will be required. All water treatment system installations must be permitted through the Municipal Construction Department prior to installation to assure they meet all applicable standards.

Filing for Review:

To apply, the reports of inspection/analysis shall be submitted with an application for Letter of Review and the review fee at least **ten (10) days** prior to change of occupancy. Fee for septic review is \$75.00 and water quality review is \$75.00; for a total of \$150.00 if you require both. We presently do not accept credit cards. Applications must be filled out completely and all applicable reports be attached to submit. We do not accept partial applications. If deficiencies in septic system or water quality were found, a written statement noting how they will be addressed, by whom, and when will help speed up review.

The application for Letter of Review Below is now a fillable form for your convenience.

BUREAU OF FIRE SAFETY

Certification of smoke detectors, carbon monoxide alarms, and fire extinguishers is required prior to closing. Inspections can be performed by Bureau or self inspections are acceptable if notarized. Fees are on a sliding scale based on time to closing.



TOWNSHIP of HOPEWELL

MERCER COUNTY
DEPARTMENT OF HEALTH

201 Washington Crossing Pennington Road Titusville, New Jersey 08560-1410
Phone: 609.737.0120 Fax: 609-737-6836 www.hopewelltp.org

APPLICATION FOR LETTERS OF REVIEW

Block _____ Lot _____ Street Address _____

Check One: Sale of Property Rental of Property Change in Use Settlement Date _____

Property Owner Information:

Name _____ Phone: _____

Address: _____

City _____ State _____ Zip _____ Email: _____

Attorney _____ Phone _____

E-mail _____

Realtor _____ Phone _____

E-mail _____

Purchaser/Tenant Information

Name _____ Phone: _____

Address: _____

City _____ State _____ Zip _____ Email: _____

Attorney _____ Phone _____

E-mail _____

Realtor _____ Phone _____

E-mail _____

Applying for: Septic System Review \$75.00

Well Water Quality Review \$75.00 Total Fee _____

_____ To be completed by Health Department _____

Septic System Review	Date	Well Water Quality Review	Date
Temporary Approval Granted		Temporary Approval Granted	
Final Approval Granted		Final Approval Granted	
Comments:			

APPLICATION FOR CERTIFICATION OF SMOKE ALARMS, CARBON MONOXIDE ALARM AND FIRE EXTINGUISHER COMPLIANCE

Please read instructions on page 2 prior to filling out this form

Street Address: _____ Town: _____ Zip Code: _____

Owner Name: _____ Block: _____ Lot: _____

Date of Closing/Change in Occupancy _____ # of Bedrooms _____ Year of Construction _____

Contact Name & Phone: _____

Please Email certificate to: _____

Application Fee Schedule

Applications received more than 10 business days prior to the closing/change of occupancy: \$45.00

Applications received 4 - 10 business days prior to the closing/change of occupancy: \$90.00

Applications received fewer than 4 business days prior to the closing/change of occupancy: \$161.00

Make checks payable to HTFD#1 - Application Fees are NON-REFUNDABLE (no credit or debit cards)

Self-Inspection/Affidavit

- Smoke and carbon monoxide alarms have been installed in accordance with the Uniform Fire Code.
- All smoke alarms and carbon monoxide alarms are in working order and are less than 10 years old.
- All smoke and carbon monoxide alarms were tested on _____ and are in working order.
- 2A:10B:C-type fire extinguisher not more than 10 pounds, is visibly mounted using manufacturer hanger or brackets, is easily accessible within 10 ft. of the kitchen and has a current inspection tag or store receipt showing purchase within the last 12 months.
- I have read the attached recall notices 14-275 and 17-031 and I verify that the smoke alarm /carbon monoxide alarm models listed were not installed in this residence at the time of inspection.

THE SECTION BELOW IS REQUIRED FOR SELF INSPECTIONS / AFFIDAVITS ONLY

The property owner or their representative has conducted this inspection and attests that: The required smoke alarms are located in accordance with NFPA -72. All smoke alarms are listed in accordance with ANSI/UL-217, Carbon Monoxide alarms are installed in accordance with UL-2034 and NFPA 720.

I do hereby certify that the foregoing statements made by me are true. I have read and fully understand the contents of page 2 of this application. I am aware that if any of the foregoing statements made by me are willfully false, I will be subject to penalty.

Sworn and subscribed to before me on this _____ day of _____, 20 _____

Applicant Signature _____

Printed Name _____

Notary Signature _____

Notary Stamp

Invoice ID _____ Check # _____ Fee Paid _____ Date Received _____

**Uniform Fire Code of New Jersey Certification Criteria
One & Two Family Homes**

Homes Built Prior to 1977	Homes Built After 1977	Newer Homes – 1990’s and newer
<p align="center">Smoke Alarms</p> <ul style="list-style-type: none"> • 10 Year Sealed Battery Type • On each floor level • Within 10’ of bedrooms 	<p align="center">Smoke Alarms</p> <ul style="list-style-type: none"> • Hardwired Electric • Interconnected • On each floor level • Within 10’ of bedrooms 	<p align="center">Smoke Alarms</p> <ul style="list-style-type: none"> • Hardwired Electric • Battery Backup • Interconnected • On each floor level • In each bedroom
<p align="center">Carbon Monoxide Alarms</p> <ul style="list-style-type: none"> • Within 10’ of sleeping areas 	<p align="center">Carbon Monoxide Alarms</p> <ul style="list-style-type: none"> • Within 10’ of sleeping areas 	<p align="center">Carbon Monoxide Alarms</p> <ul style="list-style-type: none"> • Within 10’ of sleeping areas
<p align="center">Fire Extinguisher</p> <ul style="list-style-type: none"> • 2A:10B:C Type • Mounted using manufacturer hanger or brackets • Visible and easily accessible location within 10’ of kitchen • Inspected and tagged within the last year OR must have store receipt for purchase within the last 12 months. 	<p align="center">Fire Extinguisher</p> <ul style="list-style-type: none"> • 2A:10B:C Type • Mounted using manufacturer hanger or brackets • Visible and easily accessible location within 10’ of kitchen • Inspected and tagged within the last year OR must have store receipt for purchase within the last 12 months. 	<p align="center">Fire Extinguisher</p> <ul style="list-style-type: none"> • 2A:10B:C Type • Mounted using manufacturer hanger or brackets • Visible and easily accessible location within 10’ of kitchen • Inspected and tagged within the last year OR must have store receipt for purchase within the last 12 months.

To obtain approval, consult the chart above. This will be your guide for approval.

Applications sent via e-mail, fax, or applications without the appropriate fee we will not be processed until payment is received. Certificates are valid for 6 months or until the date of closing/change in occupancy.

If there are two separate residences on the property that are being sold or rented (i.e. a cottage or garage apartment), a separate application and fee is required for each dwelling unit.

The follow documentation is required as to be submitted with the application and fee:

- Picture of mounted fire extinguisher and receipt for new purchase or current inspection tag
- If the home has hardwired smoke alarms or a low voltage alarm system, an inspection report from a licensed electrician or alarm service company is required.
- A picture of the mounted carbon monoxide alarm

It is recommended that the seller establish an escrow account with a minimum of \$300 in case the buyer moves in and claims something is not correct with the smoke alarms, carbon monoxide alarm or portable fire extinguisher.



Example of fire extinguisher for illustration purposes only. No specific brand is required or recommended. The extinguisher shall comply with:

N.J.A.C.5:70-4.19(e) A portable fire extinguisher shall be installed in accordance with the following:

1. The extinguisher shall be within 10 feet of the kitchen and located in the path of egress;
2. The extinguisher shall be readily accessible and not obstructed from view;
3. The extinguisher shall be mounted using the manufacturer's hanging bracket so the operating instructions are clearly visible;
4. The extinguisher shall be an approved listed and labeled type with a minimum rating of 2A-10B:C and no more than 10 pounds;
5. The owner's manual or written operation instructions shall be provided during the inspection and left for the new occupant;
6. The extinguisher shall be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or the seller must have a receipt for a recently purchased extinguisher; and
7. The top of the extinguisher shall not be more than five feet above the floor.



RECALL 14-275

DATE: 09/11/2014

Kidde hard-wired smoke and combination smoke/carbon monoxide (CO) alarms

HAZARD:

The alarms could fail to alert consumers of a fire or a CO incident following a power outage.

DESCRIPTION:

This recall involves Kidde residential smoke alarm model i12010S with manufacture dates between December 18, 2013 and May 13, 2014, combination smoke/CO alarm i12010SCO with manufacture dates between December 30, 2013 and May 13, 2014, and combination smoke/CO alarm model KN-COSM-IBA with manufacture date between October 22, 2013 and May 13, 2014. They are hard-wired into a home's electric power. The i12010S and i12010SCO come with sealed 10 year batteries inside. The KN-COSM-IBA model has a compartment on the front for installation of replaceable AA backup batteries. The alarms are white, round and measure about 5 to 6 inches in diameter. Kidde is engraved on the front of the alarm. Kidde, the model number and manufacture dates are printed on a label on the back of the alarm. "Always On" is also engraved on the front of alarms with sealed 10-year batteries.

MODELS:

Smoke # **i12010S** mfg between: 12/18/2013 and 5/13/2014

Combination Smoke/CO # **i12010SCO** mfg between: 12/30/2013 and 5/13/2014

Combination Smoke/CO # **KN-COSM-IBA** mfg between: 10/22/2013 and 5/13/2014



RECALL 17-031

DATE: 11/10/2016

Kidde NightHawk combination smoke/carbon monoxide (CO) alarms

HAZARD:

The alarm can fail to continue to chirp when it reaches its seven-year end of life if the batteries are replaced, leading consumers to believe it is still working. This poses a risk of consumers not being alerted to a fire or CO incident in their home.

DESCRIPTION:

This recall involves Kidde NightHawk talking combo smoke/CO alarm with model number KN-COSM-IB and manufacture dates between June 1, 2004 and December 31, 2010. The alarms are hard-wired into a home's electric power. The unit has a compartment on the back for the installation of a replaceable 9V backup battery. The alarm is white, round and measures about 5 to 6 inches in diameter. "Kidde" is engraved on the front of the alarm. "Kidde," the model number and manufacture dates are printed on a label on the back on the alarm.

MODELS:

NightHawk talking Smoke/CO # KN-COSM-IB mfg between 7/1/2004 and 12/31/2014

