

Frequently Asked Questions

How do I get a Continued Certificate of Occupancy (CCO) inspection?

By downloading an application from the Cherry Hill Township website or by picking up an application at Town Hall, 820 Mercer Street, or the Department of Public Works, 1 Perina Blvd. Completed applications should be returned to the Dept of Public Works.

What is the cost?

\$50.00, payable by check or money order. Inspections will not take place until the fee is paid in full.

When do I apply?

A CCO is required before a buyer can take occupancy of a new home, so it is recommended that the seller apply for a CCO inspection as soon as possible after listing the home for sale.

Who can apply?

Buyer, seller, property owner, or agent may apply.

Who pays for the inspection and/or Certificate?

The buyer or seller may pay for the inspection.

Do I have to pay additional costs for each inspection?

Two inspections are included in the cost of the application. Therefore, if repairs are needed and made at the property, the property maintenance officer will re-inspect the property at no cost. If a third inspection is needed, an additional cost of \$25.00 is incurred. And a fourth inspection is \$30.00.

Do I call for an appointment or do you call me?

No phone call or appointment is needed. Rather, an inspection will occur within 7 (seven) business days of receipt of an application and fee. If the property is in compliance with the Property Maintenance Ordinance, then a CCO will be issued the day after the inspection. If the property is not in compliance, then a notice of violation will be issued, listing the area(s) in need of repair.

Do I have to be there?

No. The inspection is solely of the exterior of the property, so there does not need to be someone home at the time of the inspection.

How long is the inspection good for?

The CCO is good for 6 (six) months. After 6 (six) months, the property must be rechecked, and the CCO will be renewed for another 6 (six) months.

How long do I have to make repairs?

A homeowner has 60 days after the first inspection to correct any violations. Extensions of time may be permitted in certain circumstances.

What is checked at the inspection?

The property is inspected to ensure that it is in compliance with Section 15-16 of the Township's Property Maintenance Code, entitled "Exterior Property Areas." This includes an inspection of: proper sanitation, grading and drainage, sidewalks and driveways, natural growth (eg, excessive weeds, dead trees), rat harborage, exhaust vents, accessory structures, storage motor vehicles, ground surface hazards or unsanitary conditions, discharge of sump pumps, and snow and ice (where applicable).

What happens when the first inspection does not pass?

The applicant has 60 days to correct all violations. When all violations have been corrected, the applicant calls to make an appointment for a second inspection.

When do I get the Certificate?

When the inspector submits the results, the CCO is printed the next day.

Will the CCO be mailed or do I have to pick it up?

Mailed, unless specified to be picked up. We do not fax Certificates or copies of inspections.

What if I don't have time to make the corrections before closing?

In certain circumstances, the Township will accept an escrow letter from the buyers' attorney stating that the repairs will be made. Paid receipts and escrow letters must have written on them that repairs will be completed within 60 days after the closing or weather-permitting.