



# MANCHESTER TOWNSHIP

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DEPARTMENT OF INSPECTIONS, LAND USE & PLANNING

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## **BUILDING DEPARTMENT** **“CITIZEN PORTAL”**

The following is our procedure for applying for a Certificate of Re-occupancy;

**First, you must create a username and password**, then verify the username and password through your email. Once you have completed this process the steps are as follows:

1. Under Re-Occupancy Inspections Requests- Click Apply for a Re-Occupancy inspection. Click Start a New Application.
2. From the drop down pick either a non-rental or rental inspection. Click Begin Online Application. Fill out the application, the fields with \* (red asterisks are required fields) including Question #6- if the home is vacant or occupied (if vacant you have the option to provide lock box or combo information or if they will leave the door open for the inspector.)  
\*\*\*Please note if you do not know your block and lot numbers, you can use the search for address option, fill in the street number and street name and click search for address, locate your address on the next screen and Click the Blue SELECT button to the left of the address. Utilizing this option will also automatically fill in owner information on the application.
3. Mark the I agree box and then under other options **SUBMIT** the application. (*DO NOT PRINT AT THIS TIME! You can always go back to print the application later-it is not necessary to do so now. If you print now you will lose all the information when returning back to the application.*) On the next box-click “Continue”, then scroll to the bottom and **EXIT** the application. It will not give you an option to pay online until this step is complete. the application.
4. On this next screen under the light blue line is your application ID number and status as submitted for review. **TO MAKE PAYMENT ONLINE:** Click on the blue application ID number, scroll to the bottom of the application, on the lower left hand side click the **REVIEW FEES** button- on the next screen you will have a drop down with other options: Choose: Pay online by check or credit card and then Submit. Click Enter Billing Information. Complete the Billing Information Screen.

5. Once this process is complete you will receive an email or phone call to schedule your inspection. If you receive an email requesting payment and have already paid the application, you may disregard the email.

Applicants may go online to file these applications utilizing the following Citizen Portal Link below:

<https://manchestertwpnj.portal.fasttrackgov.com/Common/ApplicationLinks.aspx>  
[X](#)

## **PERMIT SEARCH**

The following is our current procedure for searching the status of **Construction Permits**. Applicants may go online to search the status of these permits utilizing our Citizen Portal below:

<https://manchestertwpnj.portal.fasttrackgov.com/Common/ApplicationLinks.aspx>

Under the Construction heading, click “**Search our Construction Permit Database**.” Change application date to “Any Date”, then change Open, closed or All tab to “All.” Next, input the Street Number and Street Name then click Search. You will then see your results matching your criteria with the Application I.D., Permit Type and the Status. Finally, click on the Application I.D. to view the permit details.

## **BUILDING INSPECTIONS**

Please be advised that the Building Department is conducting inspections during this time in light of the dangers associated with the “COVID-19” for all construction projects. However, please be advised that the **appropriate social distancing (AT LEAST 6 FEET FROM OCCUPANTS)** and **cloth face coverings** in addition to other safety measures must still be implemented to protect the health, safety and welfare of our inspector’s.

## **FORMS & APPLICATIONS**

The following link will bring you to our Township Forms' page that includes an abundance of information and various applications:

<http://www.manchestertwp.com/forms/>

Here you will find applications for a **Certificate of Re-occupancy** inspections, **Landlord Registration**, Request for **Engineering Review** and **Top of Foundation Report** application.

In addition, you will find our current **Fee Schedule**, **Zoning Map**, **Application for Development**, **Application Checklist**, **Inspection Information Letter** and of course, the link to our **Online Citizen Portal**.

## **BUILDING DEPT.** **PORTAL MENU PAGE**

<a href="#">HOME</a>   <a href="#">MAYOR</a>   <a href="#">TOWN COUNCIL</a>   <a href="#">DEPARTMENTS</a>   <a href="#">POLICE</a>   <a href="#">COMMITTEES</a>   <a href="#">FORMS</a>   <a href="#">LINKS</a>   <a href="#">CONTACT US</a>	
<a href="#">Citizen Menu</a>   <a href="#">Contact Us</a>   <a href="#">Login</a>	
<b>Portal Links</b>	
<b>Business Licenses and Registrations</b> You may apply for business licenses and registrations for the Township of Manchester. Using this portal you may: <ul style="list-style-type: none"><li>• Apply for a Business License</li><li>• Register your Business</li></ul> What would you like to do? <ol style="list-style-type: none"><li>1. <a href="#">Apply for or review your Mercantile License</a></li><li>2. <a href="#">Apply for or review your Retail Food Handlers License</a></li><li>3. <a href="#">Apply for or review your Landlord Registration</a></li></ol>	<b>Reoccupancy Inspection Requests</b> The Township of Manchester requires a Smoke Detector and Carbon Monoxide/Reoccupancy Inspection for all One and Two Family Dwellings that are sold or have changed rental tenants. You may use the link below to request an inspection. Fees for the inspection requested depend on when the inspection is needed: <ul style="list-style-type: none"><li>• \$100.00 after 5 work days from payment of fee</li><li>• \$175.00 within 5 work days from payment of fee</li><li>• \$185.00 next workday from payment of fee</li></ul> <a href="#">Apply for a Reoccupancy Inspection</a>
<b>Registration of Vacant/Abandoned and Foreclosed Property</b> To register or renew your registration of a vacant/abandoned or foreclosed property. This allows online registration and allows payment of the registration fee online. Please note that any mortgagee who holds a mortgage on any real properties located within the municipality shall register.  <b>Registration of Vacant/Abandoned and Foreclosed Property</b> Applicants will need to submit the information requested in this form along with the Registration Fee in order to have the Registration Application processed. Incomplete forms will not be processed and may result in a code violation if you fail to register the property. Initial Registration Fee \$1000; First Renewal Fee \$2000; Subsequent Renewal Fee \$3000.	<b>Construction</b> You may pay for or search for Construction Permits.  <b>Pay Construction Permit Balances</b> A permit is required when a party wishes to construct or modify buildings on a property, install septic tank, or request road opening permit. Detailed plans must accompany the application.  <b>Search our Construction Permit database</b> You may search through our permit database by business name, owner name, location, and/or contractor.