



MANCHESTER TOWNSHIP

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DEPARTMENT OF INSPECTIONS, LAND USE & PLANNING

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To All Homeowners, Residents, Buyers, Sellers, Realtors, & Builders:

As our Township still continues to experience an influx of re-sales, especially within our adult communities and villages, please be reminded that no dwelling unit may be occupied until a Certificate of Re-occupancy approval has been issued. **Prior to the Re-occupancy inspection, there must be an effort made on your part to make certain that the previous owner did not be neglectful from obtaining the required permits or fail to close out an open permit.**

Although you may not have known that a permit was needed, were misled by contractors or inherited illegal home improvements, we sympathize with you. However, one thing is clear – once you know that unpermitted construction was done on your home, you must, by law, disclose these issues to all potential buyers. You'll most likely do this on your disclosure statement, as the seller, to report any known legal issues or unpermitted construction on the property. **When you purchase a property, you unfortunately also purchase the open permits and complications that go along with it.**

We have to be somewhat over-zealous about making sure that unpermitted work is disclosed and any open permits have been successfully close out. Homebuyers want to move into a safe home. A lack of permits may imply several problems to potential buyers, including safety and quality issues. Our permit process is intended to verify that any improvements to the home were done properly and to code regulations as it pursuant to the authority of the State Uniform Construction Code Act, entitled "Administration and enforcement; process."

In Manchester Township, as in so many other townships across the state, unauthorized work often comes to light with a reassessment, property sale or a most unfortunate and worst-case scenario, an accident or fire. Furthermore, insurance companies will often, if not always, deny a claim after finding out that no permits had been taken out for the improvements.

Not only should you check the permit history on a home before you buy, but as a seller, you will be wise to check the history on your home as well before listing it on the market. As a result, any permit issues that arise can be corrected before the listing goes public. This can avoid incurring unquantifiable charges as well as unpleasant consequences. **Should a property have outstanding open permits involved, the accelerated fee inspection schedule is not an option and cannot be utilized until the associated permits have been closed-out.** Additionally, if during the inspection it is determined that work was done without the benefit of a permit, a Notice of Violation may be issued resulting in a Penalty. Once a permit is received by this office, please be advised that the review period for the said permit (s) may take 20 business days pursuant to N.J.A.C. 5:23-2.16.

Thank you for your anticipated cooperation. Should you have any questions or require further information, please do not hesitate to call our Department at (732) 657-8121 x 3900.