



MANCHESTER TOWNSHIP

1 COLONIAL DRIVE • MANCHESTER, NJ 08759 • (732) 657-8121
DEPARTMENT OF INSPECTIONS, LAND USE & PLANNING

GARY T. SYLVESTER, CPWM
DIRECTOR

JOSEPH T. HANKINS
MAYOR

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

- Please be reminded that no dwelling unit may be occupied until a Certificate of Re-occupancy approval has been issued by this Department.
- Please also take note that units deficient for a Smoke Alarm and/or Carbon Monoxide detector will result in a \$100 Re-inspection fee.
- A Re-inspection fee of \$50 will also be charged for missed appointments and locked doors at no fault of the inspector.
- 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. Accelerated fees are only applicable to the initial inspection.
- All payments must be received by 3:00 p.m. for a next day inspection whether in-person or via our on-line citizen portal.
- Due to the voluminous nature of the Department, only the person/contact handling the inspection will be provided with any/all inspection information.

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.