

BUREAU OF HOUSING

Phyllis M. Kelly, Director of Inspections
Department of Code Enforcement
Bureau of Housing
520 Market Street
City Hall, Room 101
P.O. Box 95120
Camden, NJ 08101-5120
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The purpose of the Bureau of Housing is to enforce the City Code 418 Property Maintenance Code of the City of Camden, which establishes requirements and standards for the protection of public health, safety, and welfare.

Property Maintenance Inspections

The Bureau of Housing performs inspections of owner occupied, rental, multiple dwellings, business and various other inspections of residential and commercial properties for property maintenance compliance. Upon completion of the initial inspection the owner is sent a copy of the violation record and given a date for re-inspection; if the violations have not been abated, court action may be instituted. Rental properties are required to be inspected at the change of ownership and/or occupancy. Rental properties are required to be inspected and possess a Rental Approval Certificate prior to occupancy; multiple dwellings of three or more units require a license.

Requirements

- All taxes must be current (Tax Office Room 117).
- All utilities must be on at time of inspection
- Inspections must be paid in full at time of scheduling
- All properties must be registered with Rent Control (Room 101)
- All properties must be registered with Municipal Clerk's Office (Room 105)

**CITY OF CAMDEN
DEPARTMENT OF CODE ENFORCEMENT
BUREAU OF HOUSING
ROOM 101 - CITY HALL
CAMDEN, NJ 08101
(856) 757-7075 FAX # (856) 966-3409**

DO NOT SEND CASH THROUGH THE MAIL

Please send check or money order made payable to: **THE CITY OF CAMDEN** and mail to the **DIVISION OF INSPECTIONS- 1ST FLOOR, ROOM 101 - CITY HALL, CAMDEN, NJ 08101.**

This application is for **PRESENT TENANT ONLY**
NEW TENANT requires a **NEW APPLICATION** and **NEW FEE**

Fees:

Single Family Home	\$50.00 consist of the initial inspection and one re-inspection \$25.00 any additional re-inspections thereafter
Apartments (per unit)	\$50.00 consist of the initial inspection and one re-inspection \$25.00 any additional re-inspection thereafter

Failure to appear for a scheduled appointment fee: \$90.00

Multiple Family Dwelling	\$125.00 for three (3) units \$ 20.00 for the next five (5) units \$ 15.00 for each additional unit \$ 30.00 any additional re-inspections
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Requirements:

- Must register with Rent Control at (856) 757-7278
- Municipal Clerk's Office for Landlord Registration at (856) 757-7107
- Taxes Must Be Current - Tax Office - (856) 757-7003
- All Duplex must show proof that are legally zoned contact the Tax Assessor's Office at (856) 757-7017

Property Maintenance Code Books are available for purchase at Municipal Clerk's Office, Room 105.

All Utilities must be on at time of inspection!!!