



# MANCHESTER TOWNSHIP

OCEAN COUNTY, NEW JERSEY

## PROCEDURE FOR BUILDING DEPARTMENT ON-LINE CITIZEN PORTAL

The following is our current procedure for obtaining a **Certificate of Re-Occupancy**. Applicants may go online to file for a Re-Occupancy Inspection utilizing our Citizen Portal below, which can also be accessed from our Township website::

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

First, they must create a username and password, then verify the username and password through their email. Secondly, they fill out the application and make payment on the application. Next, once received in the back office, an email is sent to the applicant to schedule the inspection. One of the questions on the application is if the home is occupied or vacant – if the home is vacant, they have the option to provide a lockbox, combination number or indicate that they will leave the door open for the inspector. As a result of the COVID-19 outbreak, if the application notes that the unit is occupied, we are, in light of this current situation, sending a self-certification form to the applicant to sign and return (On this form it indicates that this form is not valid unless a signed Certificate of Occupancy is attached). Finally, once the applicant returns the signed form, our department will issue a signed Certificate with a footnote that this certificate was issued through self-certification.

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, which can also be accessed from our Township website:

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

If you have already created a username and password for the portal above, you will go to the Construction tab and click on "Search our Construction Permit Database." 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 DEPT. INSPECTIONS**

Please be advised that the Building Department is conducting inspections during this time for all non-face to face inspections including vacant Re-occupancy inspections, new construction and minor work that is outside of the premises. Any dwellings that are occupied, please find the instructions above for the procedures for the self-certification form via our on-line portal.

**\*Please be advised that the self-certification is for our Re-Occupancy/Re-Sale inspection process only.**