



## Certificate of Inspection - Checklist

**Buying, selling, or renting a property without the issuance of a Certificate of Inspection is punishable by law fines not to exceed \$2,000.00 and/or up to 90 days in jail.**

Before submitting your application and scheduling your inspection the following must be completed.

ALL construction permits and violations must be closed out before the inspection is scheduled.

Municipal charges (i.e., property taxes and sewer) **MUST** be paid current.

Commercial applications must have zoning approval before an inspection.

A Mercantile Registration is required for all residential and commercial rental applications as well as all commercial business applications.

If a corporation is involved, a copy of the Corporation formation documents or Annual Report to the State of NJ must be submitted.

Any property that is in an Estate, must submit the surrogates certificate appointing the Executor/Executrix.

You will have 30 days to complete your application. Failure to complete and finalize your inspection within 30 days will result in your application going void. Once void you will need to start the process from the beginning.

All rental applications for properties built before 1978 will require either a Lead Certificate or a Lead Inspection.

Rental units must be vacant and unoccupied.

The occupancy must comply with the occupancy limitations set forth on page 4.

**The following checklists are a guide and are not all-inclusive**

### **EXTERIOR CHECKLIST**

1. No Flaking or peeling paint. All surfaces must be in good repair and structurally sound.
2. Ensure that at least one automated trash and recycling container for each housing unit will remain with the property.
3. Must have street numbers: a minimum of 3" in height – ½" stroke a. Dwellings. Numbers are to be placed in digital figures of at least (3") inches in height within two (2') of the main entrance of the structure facing the street b. Commercial and Industrial. Numbers are to be placed in digital figures of at least six (6") inches in height within two (2') feet of the main entrance or on the door. c. Where there is more than one (1) occupant in the same numbered building, each street-level occupant is to have an alphabetical designation included in the street address.
4. No holes or cracks in the foundation and exterior walls.
5. All trim is in good condition.
6. Chimneys and towers are in good repair.
7. Windows and screens are free of breaks, cracks, holes, or tears.
8. Oil tanks not in use must be removed or filled per the Uniform Construction Code. A demolition permit is required.
9. Handrails and guards are secure and in good repair.
10. All sidewalks and stairs shall be free of cracks, holes, and hazardous conditions.
11. All Exterior outlets shall be G.F.C.I. protected and covered.
12. All gutters must be in good repair and clean. All downspouts must be in place.
13. All trash and debris shall be removed from the property.
14. All grass and weeds must be cut.
15. All accessory structures (detached garages, sheds, pools, fences, walls, etc.) shall be structurally maintained and in good repair.
16. When inspections are scheduled for when there is snow on the ground or predicted, the person requesting the inspection shall ensure that there is a path cleared around the entire exterior to allow for a complete 360° visual observation of the structure(s). There also must be clear paths to all exterior doors, outlets, garages, and accessory structures (sheds, pools, gates, etc.). All sidewalks must be shoveled.

## INTERIOR CHECKLIST

1. **Units must be clean throughout and move-in ready at the time of inspection.**
2. A smoke detector must be installed on each level of the dwelling/unit. Smoke detectors mounted in or adjacent to a kitchen must be photo-electric type detectors. (See page 5 for smoke and carbon monoxide detector requirements)
3. All units that contain fuel-fired appliances and with attached garages must have carbon monoxide alarms installed outside of each separate sleeping area and near the bedrooms.
4. Units must be free of infestation.
5. No cracks in door jambs.
6. Bathrooms and bedrooms must have doors.
7. The door connecting the garage to the living space must be a minimum of 1 3/8-inch solid core wood or 1 3/8-inch solid or honeycomb steel or 20 min. fire-rated door and frame.
8. No keyed locks are permitted on the interior side of exterior/egress doors or where they interfere with egress from rooms.
9. All kitchen and bath cabinets must be secured to walls and have a means to open and close (handles)
10. Windows must be operable and must stay in position when opened and have operable window locks.
11. All windows and doors must be weather-tight. Windows must have screens.
12. All walls must be free of holes, cracks, and other defects.
13. All paneling must be secured to walls; not loose.
14. All painted areas must be clean and maintained in good condition. No flaking paint.
15. Any tiles in the drop ceiling that are stained or missing must be replaced.
16. Carpeting must be clean and free of tears.
17. All floors must be uniform (stained, painted, or covered). Flooring must be free of tripping hazards and in good repair.
18. Bathrooms and kitchens must have non-porous floor coverings (tile, linoleum, etc.)
19. All handrails and guardrails must be secure, with no broken or missing spindles.
20. Cooking appliances shall have anti-tip brackets installed as required.
21. Ground fault circuit interrupters (GFCIs) must be installed in all bathrooms and kitchens, laundry rooms, and any location within 6 feet of any water.
22. All electrical outlets and switches must operate properly and have covers.
23. All plumbing fixtures must be operable.
24. All flue connections shall be tight and sealed.
25. The furnace shall be in safe working condition. All furnaces must have an emergency shut-off marked with a red cover.
26. Radiators and exposed pipes must be clean and safe.
27. Water heaters must have a pressure relief valve with an extension tube extended to within 6" of the floor.
28. All wood-burning fireplaces and stoves must be inspected by a **Chimney Safety Institute of America** certified Chimney Sweep and certification submitted stating that **"the chimney/vent is free and clear of obstruction and is substantially clean of residue and is appropriately lined and sized."**

**THE BOCA NATIONAL PROPERTY MAINTENANCE CODE/1996**

**SECTION PM-405.0 OCCUPANCY LIMITATIONS**

**PM-405.1 Privacy:** *Dwelling units, hotel units, rooming units, and dormitory units* shall be arranged to provide privacy and be separate from other adjoining spaces.

**PM-405.2 Access from sleeping rooms:** Sleeping rooms shall not constitute the only means of access to other sleeping rooms or *habitable spaces*.

**Exception:** *Dwelling units* that contain fewer than two bedrooms.

**PM-405.3 Area for sleeping purposes:** Every room occupied for sleeping purposes by one *occupant* shall contain at least **70** square feet (6.5 m<sup>2</sup>) of floor area, and every room occupied for sleeping purposes by more than one *person* shall contain at least **50** square feet (4.6 m<sup>2</sup>) of floor area for each occupant thereof.

**PM-405.4 Water closet accessibility:** Every bedroom shall have access to at least one water closet and one lavatory without passing through another bedroom.

**PM-405.5 Overcrowding:** Dwelling units shall not be occupied by more *occupants* than permitted by the minimum area requirements of Table PM-405.5.

**Table PM-405.5 - MINIMUM AREA REQUIREMENTS**

Space	Minimum area in square feet *		
	1-2 occupants	3-5 occupants	6 or more
Living room**	No requirements	120	150
Dining room**	No requirements	80	100
Kitchen	50	50	60
Bedrooms	Shall comply with Section PM-405.3		

**PM-405.6 Combined spaces:** Combined living room and dining room spaces shall comply with the requirements of Table PM- 405.5 if the total area is equal to that required for separate rooms and if the space is located to function as a combination living room/dining room.

**PM-405.7 Prohibited occupancy:** Kitchens, nonhabitable spaces and interior public areas shall not be occupied for sleeping purposes.

**PM-405.8 Minimum ceiling heights:** *Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms, and habitable basement areas* shall have a clear ceiling height of not less than 7 feet (2134 mm).

**Exceptions**

1. In one- and two-family dwellings, beams or girders spaced not less than 4 feet (1219 mm) on center and projecting not more than 6 inches (152 mm) below the required ceiling height.
2. *Basement rooms* in one- and two-family dwellings occupied exclusively for laundry, study, or recreation purposes, having a ceiling height of not less than 6 feet 8 inches (2033 mm) with not less than 6 feet 4 inches (1932 mm) of clear height under beams, girders, ducts, and similar obstructions.
3. Rooms occupied exclusively for sleeping, study, or similar purposes and having a sloped ceiling over all or part of the room, with a clear ceiling height of at least 7 feet (2134 mm) over not less than one-third of the required minimum floor area. In calculating the floor area of such rooms, only those portions of the floor area with a clear ceiling height of 5 feet (1524 mm) or more shall be included.

**PM-405.9 Minimum room widths:** A *habitable room*, other than a kitchen, shall not be less than 7 feet (2134 mm) in any plan dimension. Kitchens shall have a clear passageway of not less than 3 feet (914 mm) between counterfronts and appliances or counterfronts and walls.

**PM-405.10 Food preparation:** All spaces to be occupied for food preparation purposes shall contain suitable space and equipment to store, prepare, and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage.

Shall comply with Section PM-405,3

\* See Section PM-405.6 for combined living room/dining room spaces.

\*\* 1 square foot = 0.093 m<sup>2</sup>.



## N.J. Admin. Code § 5:70-4.19

Section 5:70-4.19 - Smoke alarms for one- and two-family dwellings; carbon monoxide alarms; and portable fire extinguishers

(a) In one- and two-family or attached single family dwellings subject to the requirements of 5:70-2.3, smoke alarms shall be installed as follows:

1. On each level of the premises; and
2. Outside of each separate sleeping area.

(b) The smoke alarms required in (a) above shall be located and maintained in accordance with NFPA 72.

1. The alarms shall not be required to be interconnected.

(c) Ten-year sealed battery-powered single station smoke alarms shall be installed and shall be listed in accordance with ANSI/UL 217, incorporated herein by reference. However, A/C-powered single or multiple-station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery-powered smoke alarms. The effective date of this subsection shall be January 1, 2019.

1. A/C-powered smoke alarms shall be accepted as meeting the requirements of this section.

(d) Carbon monoxide alarms shall be installed in all dwelling units in buildings in one- and two-family or attached single family dwellings, except for units in buildings that do not contain a fuel-burning device or have an attached garage, as follows:

1. Single station carbon monoxide alarms shall be installed and maintained in the immediate vicinity of the sleeping area(s).
2. Carbon monoxide alarms may be battery-operated, hard-wired or of the plug-in type and shall be listed and labeled in accordance with UL-2034 and shall be installed in accordance with the requirements of this section and NFPA-720.

(e) A portable fire extinguisher shall be installed in accordance with the following:

1. The extinguisher shall be within 10 feet of the kitchen and located in the path of egress;
2. The extinguisher shall be readily accessible and not obstructed from view;
3. The extinguisher shall be mounted using the manufacturer's hanging bracket so the operating instructions are clearly visible;
4. The extinguisher shall be an approved listed and labeled type with a minimum rating of 2A-10B:C and no more than 10 pounds;
5. The owner's manual or written operation instructions shall be provided during the inspection and left for the new occupant;

6. The extinguisher shall be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or the seller must have a receipt for a recently purchased extinguisher; and
7. The top of the extinguisher shall not be more than five feet above the floor.
8. Exception: Portable fire extinguishers shall not be required for seasonal summer units. For purposes of applying this exception, "seasonal summer unit" shall mean a dwelling unit rented for a term of not more than 125 consecutive days for residential purposes by a person having a permanent residence elsewhere, but shall not include use or rental of living quarters by migrant, temporary, or seasonal workers in connection with any work or place where work is being performed.

*N.J. Admin. Code § 5:70-4.19*

Amended by 49 N.J.R. 1381(b), effective 6/5/2017

Amended by 50 N.J.R. 729(a), effective 2/5/2018