



DEPARTMENT OF
CODE ENFORCEMENT AND
NEIGHBORHOOD PRESERVATION

CHECKLIST FOR CERTIFICATE OF OCCUPANCY AND TRANSFER OF TITLE INSPECTIONS

Please note, this is only a guide – Properties must comply with ALL sections of the City's Property Maintenance Code at all times

For all rental properties, as per Ordinance 12-7.2, any change of occupancy, requires a new application and inspection for a C.O., whether the occupancy is temporary, seasonal or permanent.

For all resales of residential or commercial properties, as per Ordinance 12-7.1 et seq., a proposed sale requires an application and inspection for a T.O.T. prior to the closing of title.

EXTERIOR OF PROPERTY

No flaking or peeling paint

All trim in good condition

Foundations and exterior walls must be in good repair with no holes or cracks

Must have visible numbers on house; minimum of 3"

All sidewalks and steps must be free of cracks, level and free of hazardous conditions/tripping hazards

All exterior electrical outlets shall be GFI; permits required

Permits for work performed must have been obtained and properly closed, with all passed inspections

INTERIOR OF PROPERTY

No cracks in door jambs

All walls must have cracks filled, sanded and uniformly and properly painted

All trim must be painted

Any flaking paint must be scraped, sanded and repainted

All windows must be operable, open and close freely, must stay in position when opened without supports, and have window locks installed

Radiators must be painted and clean, safe and free of leaks. Hot pipes from radiators must be insulated

Carpeting must be clean and free of tears

If any room is paneled, all paneling must be secured to walls, without gaps, and not loose

Any stained or missing tiles in drop ceilings must be replaced with clean tiles

All electrical wall and ceiling light fixtures must have globes or shields

Ground fault interrupters (GFI) outlets must be installed in kitchens, bathrooms and laundry rooms,

where outlet is within 6' of any water source. Bathrooms must have at least one approved outlet

All electrical outlets and switches must have covers and be in good working order

Extension cords shall not be used as permanent wiring, nor shall they be installed on or through walls, floors, ceilings, or from room to room

All electric wires must terminate in approved boxes that must be closed off

Bathroom fixtures may not be used as a source of power unless existing.

All furnaces must have an emergency shut off marked with a red cover

All floors must be uniform (stained, painted or floor covering/carpet properly installed). Floor covering must be in good repair and sanitary. Sub-flooring is not acceptable.

Bath and kitchen must have non-porous floor covering, impervious to water (tile or linoleum, etc.)

All utilities and appliances must be clean, sanitary and in working order (sinks, bathtubs, showers, stoves, refrigerators)

All plumbing fixtures must be operable, in good working order, without leaks

Broken window glass or windows with cracks must be replaced

All windows and doors must be weather tight. Windows must have screens between May 1st and Oct 1st

All handrails and guardrails must be secure, in good condition and have no missing or broken spindles

Door connecting a garage to living space must be fire rated

All flue connections must be tight and sealed

Water heaters must have pressure relief valve with an extension tube extended to within 6" of the floor

Furnace must be in safe and working condition

A smoke detector must be installed on each level of unit, and within ten (10) feet of every bedroom

Smoke detectors within 5' of a kitchen or bathroom must be photoelectric

Carbon monoxide detectors must be installed outside of all bedrooms, and within ten (10) feet of every bedroom

Bathrooms and bedrooms must have working doors that fully open and close, freely and properly

All kitchen and bath cabinets must be installed at proper height, secured to walls, sanitary and in good repair and have handles installed to open and close

All living spaces must be free from infestation of rodents, insects and pests

All living spaces must be thoroughly clean throughout, and ready for occupancy at the time of inspection

Fireplaces and wood burning stoves must be certified as to their safe and proper working condition by a certified chimney sweep

All work performed during ownership requiring permits must have been properly permitted and inspected

All open UCC permits must have a completed, passed final inspection on file in the Construction Department prior to inspection

No keyed locks or deadbolts are permitted on interior doors

For multiple dwellings (premises having 3 or more dwelling units) - the following requirements apply:

A chain guard installed on the entry door

A peephole on entry door

A dead bolt lock installed on entry door (double cylinder locks not permissible)

A unit identification number or letter on the outside of entry door

All Multiple Dwellings must be registered with the State of NJ DCA

**** Avoid a Re-Inspection fee -- Correct any deficiencies before the inspectors perform their inspections**