



TOWNSHIP OF MONROE

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The following is a CHECK LIST for obtaining a Certificate of Occupancy

This Inspection is a visual inspection mainly looking for safety hazards and unsanitary conditions.

This list is not an all-inclusive and is subject to change without notice.

This is a visual inspection, and the list below is only a guide for the homeowner/buyer. This inspection is not designed to check every outlet, open and close windows, run appliances through their cycles, and turn on heat during summer months, or air during the winter months.

It is the Home owners Responsibility to obtain all necessary permits required by Law.

1. House Numbers must be 3" min. size
2. All Utilities must be turned on (Water, Gas & Electric)
3. Smoke Detectors are required on All Levels
4. Carbon Monoxide Detector required outside of sleeping areas. (Exception for houses with all electric and detached garages)
5. All appliances installed and operating (stoves, exhaust fans, garbage disposals, etc.)
6. Handrails for steps with 4 or more risers must meet current code
7. Rails/Guards on landings and porches 30" in height or higher entire area to meet current code.
8. Mobile homes and trailers skirting open every 10' with tie downs secure
9. A satisfactory lab report including Mercury for **private** wells
10. A Satisfactory Septic certification for all **private** septic systems by GC Dept of Health
11. All supporting members must be structurally sound (floors, walls, ceiling, and roof members)
12. Windows easily operable and held in position by hardware (sash cords etc.)
13. Paint, plaster, cracks decayed wood replaced or repaired and painted
14. Basements and crawl spaces dry (Sump Pumps acceptable and operable)
15. Wood stoves, Fireplaces inserts installed properly and operable.
16. House free from insect/rodent infestation.
17. No Extension Cords
18. All lighting fixtures, outlets and switches secured
19. Grass and weeds cut and maintained
20. Debris removed from site
21. Sidewalk and driveways free from trip hazards
22. Broken or cracked glass replaced
23. Roof waterproof and sound
24. Doors and windows properly trimmed and caulked (energy purposes)

25. Electric service sound and secured
26. Swimming pools must be structurally sound, with no stagnant water and an approved cover.
27. No body of water shall be present that could create a place for mosquitoes to breed.
28. Pool protected by a Ground Fault Circuit Interrupter
29. Bathroom and Kitchen Floors Impervious to water, Clean and Sanitary
30. All Tubs and Showers walls caulked and maintained
31. Heating system in working order free from defects and emergency shut off switch
32. Hot Water heater in working condition with relieve valve and blow off pipe within 6" of floor or approved drain.
33. All Plumbing Fixtures properly installed and properly working with no leaks
34. Provide certification that all plumbing fixtures below street level are protected from backflow of sewage with an accessible check valve.
35. All Abandoned Property Registration Fees, Penalties and all charges related to emergency work completed at the property must be paid in full.

NOTICE

EFFECTIVE DECEMBER 1, 2005

N.J.S.A. 52:27D-198.1 -Residential structures to have smoke-sensitive alarm devices, portable fire extinguishers. ALL REALES AND/OR RENTALS OF A SINGLE FAMILY, TWO FAMILY OR TWIN ARE REQUIRED TO HAVE A PORTABLE FIRE EXTINGUISHER

PRIOR TO A CERTIFICATE OF OCCUPANCY BEING ISSUED.

Portable fire extinguisher – means an operable portable device carried and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire, and which is:

1. Rated residential; **ABC type**;
2. Shall be a **2A:10b:c** (or larger) but no more than 10lbs.
3. Mounted within 10 ft. of the kitchen area w/ hangers or brackets supplied by the manufacturer.
4. The top of the extinguisher must not be more than 5 feet above the floor.
5. Shall be visible from the kitchen area and in a readily accessible location, free from being blocked by furniture, storage, or other items.
6. Shall be near a room exit or travel path that provides an escape route to the exterior.
7. An owner's manual or written information regarding the operation, inspection and maintenance of the extinguisher must be provided with the operation instructions clearly visible.
8. New fire extinguishers are not required to be serviced and tagged, as long as the seller or agent can provide proof of purchase or receipt.
9. The extinguisher shall be listed, labeled, charged and operable.

COCHECKLIST-EXTINGUISHERNOTIFICATION/7-10-17/TP