

TOWNSHIP OF MIDDLETOWN

Building & Inspection

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Settled in 1664
"Proud of Our Rich Heritage"

CERTIFICATE OF OCCUPANCY CHECKLIST

CODE: International Property Maintenance Code

(NOTE: This list is not all inclusive, other items may be noted upon inspection.)

ATTENTION: PERMITS AND APPROVALS ARE **REQUIRED** FOR ANY RECENT CONSTRUCTION AND ALL OPEN PERMITS MUST HAVE A **FINAL** INSPECTION BEFORE A C.O. CAN BE ISSUED.

- **Premise Identification:** Buildings shall be *approved* address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be not less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).
- **Door Locks:** Double cylinder door locks are **not permitted**. All doors must be operational.
- **Heating Unit:** (Breeching) Smoke pipe must be tight and sealed at the chimney. (Working) Turn heat on with thermostat.
- **Water Heater:** Temperature/Pressure pop safety valve discharge piping must extend to no more than six (6) inches above the floor. Discharge line must be made of copper, galvanized, black, or CPVC piping (**PVC is not permitted**).
- **Water Heater and Furnace Utility Rooms:** Must be equipped with louvers to allow for sufficient combustion air supply (i.e., two (2) 100 square inch louvers per 10,000 BTU/H input).
- **Fire Door/Garage:** The door between the garage and the adjacent interior space shall be a minimum of 1-3/8" solid core wood (**NO PANEL DOORS**) or honeycomb steel. There is no requirement for this door to be provided with a labeled-jamb or a door-closure.
- **Windows:** Operable windows located in whole or in part within 6 feet (1828 mm) above ground level or a walking surface below that provide access to a *dwelling unit, rooming unit or housekeeping unit* that is rented, leased or *let* shall be equipped with a window sash locking device.
- **Floors:** Must be smooth and free of tripping hazards.
- **Garage Door:** Manual doors must travel freely. Electric doors must be installed in accordance with the National Electrical Code (**NO** extension cords permitted; dedicated outlets must be provided in the immediate vicinity of the door opener).
- **Roof:** No obvious leaks or damaged or missing shingles.
- **Range:** All burners must function properly.

Belford ○ Chapel Hill ○ Fairview ○ Harmony ○ Leonardo ○ Lincroft ○ Locust ○ Middletown Village
Monmouth Hills ○ Navesink ○ New Monmouth ○ North Middletown ○ Nut Swamp ○ Oak Hill ○ Port Monmouth ○ River Plaza

- **Plumbing Fixtures:** All fixtures must function and be trapped without tape or patch work.
- **Waste Lines:** Kitchen, bathroom lavatory, wet bar and slop sink waste lines must be ridged pipe or tubing (flexible waste lines are not permitted).
- **Electric:** Wiring should not be frayed or disheveled. No zip cords (extension cords) can be used. Dummy circuit breakers are required for spaces in the electrical panel.
- **GFCI Protected Outlets:**
 1. **Must be** used throughout the garage and on all exterior applications (exterior outlets must be protective covers or be in enclosures, designed for exterior use);
 2. **Must be** used on **ALL** kitchen counters;
 3. **Must be** used throughout unfinished basements;
 4. **Must be** used within six (6) feet of a slop sink; and
 5. **Must be** used throughout bathrooms.
- **Steps:** Must be sound and in good repair.
- **Handrails:** Stairs having more than four risers shall have a handrail on one side of the stair. Handrails shall be not less than 30 inches (762 mm) in height or more than 42 inches (1067 mm) in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces.
- **Guards:** Shall be provided along open-sided walking surfaces, including balconies, porches, decks, stairs, ramps and landings, that are more than 30 inches (762 mm) above the floor or grade below. ***Exception:*** Guards shall not be required where exempted by the adopted building code. Guards shall be not less than 30 inches (762 mm) high.
- **Outside:** Yard must be neat and debris free. Septic system must not be in obvious disrepair. No peeling paint on the house.
- **Dryer:** Metal flex-hose is required (plastic hose is not permitted).
- **Lead Paint – Visual Inspection:** For Rentals constructed before 1978 (every 3 years).
- **Enclosures:** Private swimming pools, hot tubs and spas, containing water more than 24" (610 mm) in depth shall be completely surrounded by a fence or barrier not less than 48" (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54" (1372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6" (152 mm) from the gatepost. An existing pool enclosure shall not be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.