

The following is an explanation developed to assist homeowners and real estate agents with our Borough Home Resale inspection requirements for a Certificate of Continued Occupancy. It is an attempt to explain the requirements in layman's terms as to what the inspector is looking for at the inspection. While it is intended to explain the checklist items, you are still encouraged to call the construction office should you have a question about any of the listed items before your inspection.

Home C. C. O. Inspection Checklist- Requirement Explanation and Details

Exterior

- 1. Visible 911 ID-** A house number located on the dwelling visible from the street so emergency services can locate promptly (minimum of 4" in height).
- 2. Steps-**
 - **A).** Concrete- no cracks that could potentially cause a tripping hazard with an even, consistent, finish throughout- All risers and treads equal.
 - **B).** Wood- same as "A" above.-All risers closed so that a 4" diameter ball will not penetrate.
- 3. Walkways-** (Public sidewalks and service sidewalks to house entrance ways)
Cracked blocks must be replaced; Blocks with an elevation variation of ½" or more of adjacent blocks must be replaced.
*** All concrete replacement work requires a municipal permit from the Borough of Magnolia. Fee \$25.00. Inspections required, form and final.**
- 4. Ramps-** Handicapped ramps are required to comply with the 2006 International Residential Code NJ ED.
- 5. Guard Rails-** Required when the height of a porch, landing, or set of stairs exceeds 30" to the grade below. Height of Guardrail shall be not less than 30" and no opening shall allow a 4" ball to pass through.
- 6. Handrails-** Any set of steps with (4) or more risers must have a graspable handrail on a minimum of (1) side. The handrail diameter must be a minimum of 1-1/4" and maximum of 2-5/8. The height must be between 30" and 38" (measured from the nosing of the steps)
This is new as of 8-19-07.
- 7. Obstruction/Hazards-** The property must be free and clear of debris and unsafe conditions that could cause injury. While this is a grey area, some examples would be damaged fencing, illegal extension cords to a shed, etc.
- 8. Perimeter Grading-** All water flow must be away from foundation walls to eliminate potential infiltration to basement or crawl space areas. Minimum pitch for grading is 1/8" per foot with out depressions to prevent puddling along the foundation wall.
- 9. Gutters and Spouts-** Gutter and spouts need to be securely attached to dwelling and free and clear of debris. Gutters need to be on all facia areas shedding water.
- 10. Splash Blocks-** Ends of down spouts need to have a diverter at the end of the leader to carry water away from the dwelling and diffuse the flow so not to create an erosion situation.

11. Basement or Crawl Spaces-

- **A).** Foundation openings- Basements windows need to be secure, no broken glass, and sealed against infiltration of weather and insects. Crawl space vents need to be secure, operable, free and clear of debris, and sealed from infiltration of weather and infestation.
- **B)** Access secure and weather proof- Basement exterior entries such as bilco doors need to be operable and dry. Crawl space accesses need to be secured to the dwelling, weather proof, and sealed against infiltration of insects or rodents.

12. Sump Pump- If a crock exists, a pump must be present. Otherwise a pump is not required. If significant water is present in the crawl space or basement, a pump and perimeter drain could be required

- **A).** Electrical connection-if **new**, it must be GFCI protected. The receptacle needs to be in the immediate vicinity of the pump for a direct plug in.
Extension Cords are not allowed.
- **B).**Backflow Preventer- An in line check valve is required to keep water from returning to the crock and reactivating the float switch
- **C).** Discharge- Must not be connected to the sanitary sewer, as it is not allowed by law. It is to discharge outside the foundation wall, no closer than 10ft. of an adjoining property, and cannot cause a nuisance to either a neighbor or the general public. If at all possible, it should be connected to a storm collector pipe.
- **D).** Mold- If black mold is suspected, you will be required to provide a certification from a licensed Mold Remediator, and could also be required to install a perimeter drain system.
- **E).** Vapor Barrier in tact- If no concrete floor exists, at a minimum, the entire sub floor area must be covered with an approved material, to eliminate moisture from the ground affecting the frame and foundation of the dwelling. Six millimeter plastic in one piece if possible, covering the complete floor area is compliant.

INTERIOR

1. **Infestation-** Visible signs of pest (insects, rodents, or critters) would require a certification from a licensed pest control operator. The certification would acknowledge treatment and eradication.
2. **Handrails-** Same criteria as listed on the exterior requirements.
3. **Guardrails-** Same criteria as listed on the exterior requirements.
4. **Bathroom venting-** Each bathroom or powder room requires an operable window or exhaust venting to the outside.
5. **GFI Receptacles-** Required at all the following locations:
 - Any receptacle located in a bathroom or powder room
 - Any receptacle on the exterior of the dwelling or a garage.
 - Any receptacle above a kitchen countertop or mounted on the exterior of a kitchen cabinet.
 - Any receptacle inside a garage below 80" above the floor

*While receptacles are required in all these locations for new construction- they are not required if they do not already exist, but any existing receptacles in the above locations are required to be GFI protected.

6. **Flooring-** Bathrooms, kitchens, and laundry rooms (potential wet areas) require moisture resistant flooring. The flooring is required to be in fair condition absent of tears, missing tiles, etc. Moisture resistant is considered linoleum, vinyl tile, etc.
7. **Switch/Receptacle Cover-** All switches, receptacles, junction boxes are required to have secure covers that are in tact with no voids exposed at the wall.
8. **Electrical Fixtures-** All fixtures must be securely attached with appropriate globe, or cover lenses. No open bulbs except as permitted in basements, attics, crawls, or garage where they are permitted by code for utility purposes.
9. **Panel Box- Service** cable to box must be securely fastened to dwelling in good condition. Frayed, worn, or detached cables need to be replaced. The cover to the panel box must be secure, all breakers slots filled or blanked off. In addition all breakers must be properly labeled.
10. **A/C Disconnect-** All central air condensing units need a disconnect switch for the 220V line adjacent to the unit on the outside of the dwelling.
11. **Window Glass-** All windows must be in tact and free of broken panes of glass.
12. **Egress Windows Operational-** All bedroom windows must easily open and close for emergency escape or entry by emergency personnel. In the event a room (being utilized as a den) could potentially be used as a bedroom it will be inspected as a bedroom.
13. **Window Guards-** Only required for rental properties. This is commonly referred to as the "Eric Clapton" law. Any tenant with a child 10 years of age or younger, living above the 1st floor may request window guards to prevent a child from falling out the windows. If requested the landlord must install the approved window guards.
14. **Water Heaters-** Require all of the following:
 - Chimney connection- all connections must be tight and secure. No voids are permitted where metal pipe connects to masonry. This can be accomplished by approved mortar/cement or fire rated caulk.
 - Relief Valve- The correct valve must be in place to prevent the build up of pressure in the water heater and the potential for explosion.
 - Floor Discharge- A pipe from the relief valve terminating within 2"-6" of the floor, to prevent physical harm in the event the valve releases pressured hot water.
15. **Water Pipes-** No leaks.
16. **Drain Pipes-** No leaks
17. **Fixtures-** All faucets and fixtures operable, securely attached, and sealed. No leaks, cracks or broken handles.
18. **Toilet Mounting-** Toilet securely attached to the floor. The base is required to be caulked to the floor.
19. **Hot Water controls-** Operable, sealed and securely attached on left hand side.
20. **Cold Water Controls-** Operable, sealed and securely attached on right hand side.
21. **Mold-** Same as #12 of exterior requirements. Special attention to areas of potential leakage like kitchens, baths, windows, and basement walls.
22. **Heating System-** Must be operable in working order.
 - All panels must be in place and attached as designed.
 - Chimney connection requirements are the same as those for the hot water heater listed above.

23. Smoke Detectors- At a minimum a battery operated detector is required on each floor level including the basement.

24. Carbon Monoxide Detectors- If there is an oil or gas fired appliance in the building (furnace, stove, hot water heater) a C.O. detector is required in the vicinity of the bedrooms. If bedrooms exist on multiple floor levels then a detector would be required on each level.

Other Requirements:

In addition to the checklist there are a few other aspects to the inspection that may or may not come into play. The following is a listing of such items:

A). Work completed without permits- Many properties inspected to date have had work requiring a permit done without a permit and without the proper inspections. Work ranging from new furnaces, air conditioning, or hot water heaters; to decks, swimming pools, and even finishing basements, attics and additions have been cited. Permits, just like the work that was done, are attached to the property, not the owner of record. Therefore the current owner assumes responsibility for what they purchased, regardless of whether or not they did their due diligence prior to their purchase of the property.

B). Open Permits- Any permits that have not had their final inspections or been issued either a Certificate of Approval or Certificate of Occupancy for the work done, need to close out the open permit. This can be accomplished by scheduling the required remaining inspections, receiving a "Pass" for those inspections, and obtaining the appropriate Certificate.