

# CHECKLIST FOR RESIDENTIAL, COMMERCIAL, RENTAL, RESALE

## CERTIFICATE OF INSPECTION (COI)

### COPY OF SURVEY MUST BE INCLUDED WITH ALL APPLICATIONS

PERMIT IS TO BE FILLED OUT BY OWNER OR LETTER FROM OWNERS ATTORNEY DESIGNATING PERSON/COMPANY TO ACT AS (AGENT).

**MILLSTONE TOWNSHIP FIRE DEPT:** INSPECTION REQUIRED ON ALL RESIDENTIAL RESALE AND RENTALS. 609-259-2560 FIRE DEPARTMENT CERTIFICATE IS REQUIRED BEFORE FINAL COI CERTIFICATE IS ISSUED.

**MONMOUTH COUNTY BOARD OF HEALTH:** INSPECTION REQUIRED ON ALL RESIDENTIAL RENTAL PROPERTIES AND RENTAL /RESALE COMMERCIAL PROPERTIES. 732-431-7456

BEFORE PROPERTY IS RENTED WE MUST HAVE IN OUR FILE, MONMOUTH COUNTY HEALTH DEPT. CERTIFICATE & FIRE DEPT. CERTIFICATE & LANDLORD REGISTRATION.  
NO INSPECTIONS WILL BE SCHEDULED UNLESS ALL ABOVE ITEMS ARE RECEIVED

- INFORMATION REQUIRED ON ALL FORMS:

1. BLOCK AND LOT
2. WORKSITE LOCATION - ACTUAL STREET ADDRESS AND ZIP CODE
3. OWNER IN FEE: - CURRENT OWNER(S) NAME
4. OWNER PHONE NUMBER
5. OWNER CURRENT ADDRESS
6. SECTION C: CERTIFICATION IN LIEU OF OATH- OWNER SIGNATURE

HOUSE NUMBERS: MUST BE 3" REFLECTIVE AND BE POSTED WITHIN 10 FEET FROM ROAD/STREET, WRITTEN WORDS ARE NOT ACCEPTABLE.

STEPS & LANDINGS OPEN PORTION OF A STAIR, LANDING OR BALCONY WHICH IS MORE THAN 30" (THIRTY INCHES) ABOVE THE FLOOR OR GRADE SHALL HAVE GUARD RAILS. STAIRS MUST BE IN SOUND AND GOOD CONDITION.

RAILINGS HANDRAILS AND GUARDRAILS SHALL BE FIRMLY FASTENED AND CAPABLE OF SUPPORTING NORMALLY IMPOSED LOADS AND SHALL BE MAINTAINED IN GOOD CONDITION. (WHERE REQUIRED)

WASHER/DRYER MUST DISCHARGE INTO A DRAINAGE SYSTEM, NOT ON THE GROUND OR INTO A SUMP PUMP. DRYER MUST BE VENTED TO THE EXTERIOR WITH A METAL PIPE OR FOIL FLEX FROM THE MACHINE.

GARBAGE DISPOSALS NOT ALLOWED.

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HVAC UNITS MUST BE OPERATIONAL AND CONNECTED TO A THERMOSTAT. AREA AROUND UNITS MUST BE FREE AND CLEAR OF STORAGE AND/OR DEBRIS.

GARAGE DOOR FROM HOUSE TO THE GARAGE MUST BE MAINTAINED IN OPERATIVE CONDITION.

FIREPLACE CHIMNEY CERTIFICATION FOR ALL WOOD BURNING FIREPLACES

ROOF NO LEAKS, NO MISSING SHINGLES, NO EXCESSIVE CURLING

STOVE/RANGE MUST BE OPERATIONAL WITH KNOBS AND HARDWARE

FLOORS SMOOTH AND FREE OF TRIPPING HAZARDS

PLUMBING FIXTURES SHALL BE PROPERLY INSTALLED, CONNECTED AND MAINTAINED IN WORKING ORDER.

ELECTRICAL ALL RECEPTACLES (OUTLETS), SWITCHES AND JUNCTION BOXES MUST BE PROPERLY COVERED. EXTENSION CORDS ARE NOT PERMITTED. A CLEAR AND UNOBSTRUCTED PATH TO THE PANEL BOX, OPEN SLOTS MUST BE PROPERLY BLOCKED AND SERVICE CABLE MUST BE IN GOOD CONDITION.

### **GFI PROTECTION REQUIRED FOR:**

ALL KITCHEN COUNTERS **GFI** - 6' FROM ANY SINK

ALL BATHROOMS

BASEMENT (UNFINISHED)

ALL INCANDESCENT LAMPS IN CLOTHES CLOSETS MUST HAVE SEALED LENSES

GARAGE (BELOW 6' 8")

EXTERIOR OF BUILDING

WHIRLPOOL TUBS & HOT TUBS MUST BE GFI PROTECTED

YARD & PROPERTY CLEAN AND FREE OF DEBRIS, LAWNS AND LANDSCAPING MAINTAINED.

FENCE/POOL IF THERE IS AN INGROUND POOL ON THE PROPERTY THE FENCE MUST MEET THE POOL CODE. THE FENCE **CAN NOT** BE SHARED AMONG NEIGHBORS. GATES TO WORK PER CODE.

GENERAL CONDITIONS WALLS, CEILING, TRIM, PAINT, SIDING AND FENCES MUST BE IN GOOD AND SOUND CONDITION.

**HOMEOWNER OR AGENT MUST BE PRESENT FOR ALL INSPECTIONS**