



Residential Certificate of Inspection Checklist

Borough of Highlands

151 Navesink Avenue

Highlands, NJ 07732

Phone: (732) 872-1224

www.highlandsborough.org

EXTERIOR PROPERTY AREAS

- PM-303.1 Sanitation:** All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The *occupant* shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.
- PM-303.2 Grading and drainage:** All premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any *structure* located thereon.
- PM-303.3 Sidewalks and driveways:** All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.
- PM-303.4 Weeds:** All premises and exterior property shall be maintained free from weeds or plant growth in excess of 10 inches. All noxious weeds shall be prohibited.
- PM-303.3 Rat harborage:** All structures and exterior property shall be kept free from rat infestation
- PM-303.7 Accessory structures:** All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.

EXTERIOR STRUCTURES

- PM-304.1 General:** The exterior of a structure shall be maintained in good repair, structurally sound and sanitary, so as not to pose a threat to the public health, safety or welfare.
- PM-304.2 Exterior painting:** All wood and metal surfaces, including but not limited to, window frames, door frames, cornices, porches and trim shall be maintained in good condition. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted.
- PM-304.4 Structural members:** All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.
- PM-304.5 Foundation walls:** All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rats.
- PM-304.6 Exterior walls:** All exterior walls shall be free from holes, breaks, loose or rotting materials, and maintained weatherproof and properly surface coated where required to prevent deterioration.
- PM-304.7 Roofs and drainage:** The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure.
- PM-304.9 Overhang extensions:** All canopies, marquees, signs, metal awnings, fire escapes, standpipes, exhaust ducts and similar overhang extensions shall be maintained in good repair and be properly anchored so as to be kept in a sound condition.
- PM-304.11 Stairways, decks, porches and balconies:** Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.
- PM-304.12 Chimneys and towers:** All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair.
- PM-304.13 Handrails and guards:** Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
- PM-304.14 Windows and door frames:** Every window, door and frame shall be kept in sound condition, good repair and weather tight. All *cracked and missing glass* must be replaced.
- PM-304.14.1 Glazing:** All glazing materials shall be maintained free from cracks and holes.
- PM-304.14.2 Openable windows:** Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.
- PM-304.15 Insect screens:** Every door, window and other outside opening utilized or required for ventilation purposes serving any structure containing habitable rooms, shall be supplied with approved tightly fitting screens.

- PM-304.16 Doors:** All exterior doors and hardware shall be maintained in good condition. Locks at all entrances to dwelling units, rooming units and guestrooms, shall tightly secure the door.
- PM-304.17 Basement hatchways:** Every basement hatchway shall be maintained to prevent the entrance of rats, rain and surface drainage water.
- PM-304.18 Guards for basement windows:** Every basement window that is operable shall be supplied with ratproof shields, storm windows or other approved protection against the entry of rats.

INTERIOR STRUCTURE

- PM-305.1 General:** The interior of a structure and equipment shall be maintained in good repair, structurally sound and in a sanitary condition. Every occupant shall keep that part of the structure which such occupant occupies or controls in a clean and sanitary condition. Every owner of a structure containing two or more dwelling units or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.
- PM-305.2 Structural members:** All structural members shall be maintained structurally sound and be capable of supporting the imposed loads.
- PM-305.3 Interior surfaces:** All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling paint, cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.
- PM-305.5 Stairs and railings:** All interior stairs and railings shall be maintained in sound condition and good repair.
- PM-305.7 Handrails and guards:** Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition. Handrails are needed on all stairways and outside stairs with more than three (3) steps.

RUBBISH AND GARBAGE

- PM-306.1 Accumulation of rubbish or garbage:** All exterior property and premises and the interior of every structure shall be free from any accumulation of rubbish or garbage.
- PM-306.2&3 Disposal of garbage and rubbish:** Every occupant of a structure shall dispose of all rubbish and garbage in a clean and sanitary manner by placing all rubbish and garbage in approved leak proof containers.
- PM-306.3.1 Garbage facilities:** The owner of every dwelling unit shall provide one of the following: an approved food waste grinder in each dwelling, an approved incinerator unit in the structure, or an approved leak proof, covered, outside garbage container.

EXTERMINATION

- PM-307.1 Infestation:** All structures shall be kept free from insect and rat infestation. All structures in which insects or rats are found shall be promptly exterminated by approved processes that will not be injurious to human health. After extermination, proper precautions shall be taken to prevent reinfestation.
- PM-307.2 Owner:** The owner of any structure shall be responsible for extermination within the structure prior to renting or leasing the structure.
- PM-307.2 Single occupant:** The occupant of a one family dwelling or a single-tenant nonresidential structure shall be responsible for extermination on the premises.
- PM-307.3 Multiple occupancy:** The owner of a structure containing two or more dwelling units shall be responsible for extermination in the public or shared areas of the structure and exterior property.

LIGHT

- PM-403.1 Habitable spaces:** Every habitable space shall have at least one window of approved size facing directly to the outdoors or to a court.
- PM-403.2 Common hallways and stairways:** Every common hall and stairway shall be lighted at all times with at least a 60-watt standard light bulb or equivalent for each 200 square feet of floor area, provided that the spacing between lights shall not be greater than 30 feet. *All lighting fixtures must have globes or shields.*

VENTILATION

- PM-404.1 Habitable spaces:** Every habitable space shall have at least one openable window.
- PM-404.2 Bathrooms and toilet rooms:** Every bathroom and toilet room shall have one openable window,

except that a window shall not be required in spaces equipped with a mechanical ventilation system, as an approved use.

- PM-404.3 Cooking facilities:** Cooking shall not be permitted in any rooming unit or dormitory unit, unless specifically approved in writing by the code official.
- PM-404.5 Clothes dryer exhaust:** Clothes dryer venting systems shall be independent of all other systems and shall be vented to the *outside only*.
- PM-405.0 OCCUPANCY LIMITATIONS SHALL BE SET BY THE CODE OFFICIAL.**

PLUMBING FACILITIES

- PM-503.1 Required facilities:** Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink, which shall be maintained in a sanitary, safe working condition. *All bathroom and kitchen doors must have a water resistant material.*

TOILET ROOMS

- PM-504.1 Privacy:** Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior.

PLUMBING FIXTURES

- PM-505.1 General:** All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. All plumbing fixtures shall be maintained in a safe, sanitary and functional condition. *All bathtubs and showers must be water proof and in good repair.*

SANITARY DRAINAGE SYSTEM

- PM-507.1 General:** All plumbing fixtures shall be properly connected to either a public sewer system or to an approved private sewage disposal system.
- PM-507.2 Maintenance:** Every plumbing stack, vent, waste and sewer line shall function properly and be kept *free* from obstruction, leaks and defects.

HEATING FACILITIES

- PM-602.2 Residential buildings:** Every dwelling shall be provided with heating facilities capable of maintaining a room temperature of 65 degrees F in all habitable rooms, bathrooms and toilet rooms.
- PM-602.3 Nonresidential structures:** Every enclosed occupied work space shall be supplied with sufficient heat to maintain a temperature of not less than 65 degrees F during all working hours.

MECHANICAL EQUIPMENT

- PM-603.1 Mechanical equipment:** All mechanical equipment, fireplaces and solid fuel burning appliances shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function. Proper connections of chimney flues with flashing shall be provided. *Sheet rock* shall be installed over all heating equipment. *A drop leg* must be located on the hot water heater relief valve.
- PM-603.3 Cooking and heating equipment:** All cooking and heating equipment, components and accessories in every heating, cooking and water heating device shall be maintained free from leaks and obstructions.

ELECTRICAL EQUIPMENT

- PM-605.1 Installation:** All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner. There must be a minimum of a 60 amp electrical service.
- PM-605.2 Receptacles:** Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. Every laundry area shall contain at least one grounded outlet. Every bathroom and kitchen shall have GFI outlets installed within 6 feet of a sink. All electrical outlets and switches shall have *covers*.
- PM-605.3 Electrical system hazards:** Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient

outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.

MEANS OF EGRESS

- PM-702.1 General:** A safe, continuous and unobstructed means of egress shall be provided from the interior of the structure to a public way. Double keyed dead bolts must be removed or replaced with lever type.
- PM-702.9 Stairways, handrails and guards:** Every exterior and interior flight of stairs having more than three risers shall be equipped with handrails and guards.

FIRE PROTECTION SYSTEMS

1. Smoke Detectors (NFPA-72 / NJAC 5:70)

- Built before 1977.** 10 year sealed battery operated smoke detectors are installed on each level of the structure and outside each sleeping area in the immediate vicinity of the bedrooms.
- Built from January 1977-February 21, 1983.** Electric (120 volt) hard wired smoke detectors are installed on each level, and in the immediate vicinity of each sleeping area. They were/are not required to be interconnected.
- Built from February 22, 1983 and April 30, 1993** Electric (120 volt) hard wired multi-station smoke detectors are installed in the immediate vicinity of each sleeping area and on each level. They must be interconnected.
- Built from May 1, 1993 to present.** Electric (120 volt) multi-station hard wired interconnected units with battery backup power are installed in all bedrooms, outside of each separate sleeping area, and on every level of the structure.

2. Carbon Monoxide Alarms (NFPA-720/ NJAC 5:70)

- If structure does not contain ANY fuel burning appliances and does not have an attached garage, a carbon monoxide detector is NOT required.
- If the structure contains fuel-burning appliances or has an attached garage then UL listed battery-operated, hardwired, or plug-in Carbon Monoxide alarms are required to be installed and maintained in the immediate vicinity of all sleeping areas, on all floors.

3. Fire Extinguisher (NJAC 5:70)

- A fire extinguisher of type 2A:10BC is required to be installed using the manufacturer's hardware, in a clearly visible and readily accessible location within 10 feet of the kitchen, near a room exit or travel way that provides an escape route to the exterior, and not higher than 5' above the floor. The extinguisher shall be operable, listed and fully charged.

4. General

- PM-705.1 General:** All systems, devices and equipment to detect fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be properly maintained.
- PM-705.8 Unit numbers:** All dwelling units shall be clearly marked with room numbers or apartment numbers, at least 3 inches in height.