



**ONE & TWO FAMILY DWELLING RENTAL
INSPECTION CHECKLIST
CITY OF SUMMIT
DEPARTMENT OF COMMUNITY SERVICES
512 Springfield Avenue
Summit, New Jersey 07901**



Address:	Block:	Lot:	Zone:
Owner:	Realtor:		
Owner Address:	Realtor Phone:		
Owner Phone:	Inspection Date:		
LEAD INSPECTION <input type="checkbox"/>		Reinspection Date:	
Inspector:	OK Date:		INSP:

	Inspection Item:	RE-INS
	1) EXTERIOR	
<input type="checkbox"/>	a) *Sidewalks in need of replacement at the street, front walk, side, rear [See paint markings] § 18-5.1	
<input type="checkbox"/>	b) Remove obstructions from shrubs / trees overhanging City sidewalks. § 15-4.3	
<input type="checkbox"/>	c) *Curbs and/or driveway apron in need of replacement [See paint markings.] § 18-2.1	
<input type="checkbox"/>	d) Provide a permanent house number a minimum of 3" in height and clearly visible from the street. § 14-2.3	
<input type="checkbox"/>	e) Paint the trim and walls on the exterior of the house/garage. § 15-4.5	
<input type="checkbox"/>	f) Replace defective / missing gutters and leaders. § 15-4.3	
<input type="checkbox"/>	g) *Repair or replace the roof on the house/garage. § 15-4.5	
<input type="checkbox"/>	h) *Repair or replace the fencing at the front/side/rear. § 15-4.5	
<input type="checkbox"/>	i) Remove or re-arrange the fencing and/or trim landscaping within 10' of the curb line to provide a clear sightline. § 35-14.1	
<input type="checkbox"/>	j) *Repair or replace the entrance steps and/or porch and/or railings on the front/side/rear. § 15-4.3	
<input type="checkbox"/>	k) *Provide a 48" high fence and/or self-closing and latching gate(s) around the pool § 17-5	
<input type="checkbox"/>	l) Clear property of all trash, debris, and hazardous materials. § 15-4.3	
<input type="checkbox"/>	m) Remove recreational vehicle and/or trailer from the property or provide enclosed garage § 35-9.9H	
<input type="checkbox"/>	n) Trim Shrubs / hedges / lawn § 18-5.2	
<input type="checkbox"/>	o) Construction without a permit: _____	
	2) INTERIOR	
<input type="checkbox"/>	a) *Install functioning code compliant smoke detectors within the immediate vicinity of each bedroom door(s) and on each level within the dwelling including basement but not unheated attic. § 15-6.1	
<input type="checkbox"/>	b) Install mounted NJAC 2A:10B: C. compliant fire extinguisher within 10 feet of the kitchen not more than 5 feet above the floor. § 15-6.1	
<input type="checkbox"/>	c) *Remove the sump pump discharge pipe from the sanitary sewer, and route it directly to the outside. § 15-6.1	
<input type="checkbox"/>	d) *Replace the defective flue pipe and cement the chimney connection at the furnace and water heater. § 15-6.1	
<input type="checkbox"/>	e) *Install the correct size discharge pipe on the water heater and/or boiler safety valve to within 6" of the floor. § 15-6.1	
<input type="checkbox"/>	f) *Provide handrail(s) between 34 inches and 38 inches above the nosing of the treads on at least one side of the stairway(s) at the () floor(s).	
<input type="checkbox"/>	g) *Install handrail and guardrail on the open side(s) of the basement and () floor stairs.	
<input type="checkbox"/>	h) *Repair the defective plumbing fixture(s) in the bathroom(s), kitchen, and basement.	

<input type="checkbox"/>	i) Repair the window(s) in the following rooms to restore proper operating condition and/or eliminate leakage: ()	
<input type="checkbox"/>	j) *Repair or replace defective light switch(es) and/or receptacle outlet(s), and/or install cover plates on outlet(s) and/or receptacle(s) in the apartment/common areas.	
<input type="checkbox"/>	k) *Repair or replace defective wiring in the basement, first, second, third, floor(s), attic.	
<input type="checkbox"/>	l) Repair the holes/cracks in the floor(s) at the () floor(s), in the wall(s) at the () floors(s), in the ceiling(s) at the () floor(s).	
<input type="checkbox"/>	m) Repair the defective door(s) at the basement and or () floor(s).	
<input type="checkbox"/>	n) Remove interior door lock(s) in room located on () floor(s)	
<input type="checkbox"/>	o) Obtain permits for the work indicated in REMARKS	
<input type="checkbox"/>	p) Each dwelling may have only one kitchen, remove facility fixtures, equipment and piping.	
<input type="checkbox"/>	q) Replace the caulking around the bathtub / shower on () floor bathroom.	
<input type="checkbox"/>	r) Correct Zoning violations and or building, plumbing, electrical, and or fire hazards listed in REMARKS	
# of Bedrooms – Basement: () 1 st Floor: () 2 nd Floor: () 3 rd Floor: ()		
SEE REMARKS on PAGE 2 of 2		
3) REMARKS:		
PLEASE NOTE: An asterisk (*) means a permit may be required. If the work indicated involves changes to plumbing, electrical, fire safety, interior, or exterior structural work: Contact the Department of Community Services Construction Division at (908-273-6408). Curb & Sidewalk work requires a permit and inspection by the Engineering Division.		
INSPECTOR SIGNATURE: _____ Signature Date: _____		
FOR OFFICE USE ONLY: Date Mailed: _____ By: _____		