



**MULTIFAMILY DWELLING
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) Paint the trim and walls on the exterior of the building. § 15-4.5 () <input type="checkbox"/> e) Replace defective / missing gutters and leaders. § 15-4.3 () <input type="checkbox"/> f) *Repair or replace the roof on the building/garage. § 15-4.5 () <input type="checkbox"/> g) *Repair or replace the fencing at the front/side/rear. § 15-4.5 () <input type="checkbox"/> h) 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"/> i) *Repair or replace the entrance steps and/or porch and/or railings on the front/side/rear. § 15-4.3 () <input type="checkbox"/> j) *Provide a 48" high fence and/or self-closing and latching gate(s) around the pool § 17-5 () <input type="checkbox"/> k) Clear property of all trash, debris, and hazardous materials. § 15-4.3 () <input type="checkbox"/> l) Remove recreational vehicle and/or trailer from the property or provide enclosed garage § 35-9.9H () <input type="checkbox"/> m) Trim Shrubs / hedges / lawn § 18-5.2 () <input type="checkbox"/> n) 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) *Install/repair common area smoke detectors. § 15-6.1 () <input type="checkbox"/> d) *Remove the sump pump discharge pipe from the sanitary sewer, and route it directly to the outside. § 15-6.1 () <input type="checkbox"/> e) *Replace the defective flue pipe and cement the chimney connection at the furnace and water heater. § 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) and in the kitchen () <input type="checkbox"/> i) Replace the caulking around the bathtub/shower () <input type="checkbox"/> j) Repair the window(s) in the following rooms to restore proper operating condition and/or eliminate leakage: ()			

<input type="checkbox"/> k) *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"/> l) *Repair or replace defective wiring in the basement, first, second, third, floor(s), attic.	()
<input type="checkbox"/> m) 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"/> n) Repair the () floor wall(s) to eliminate damp/wet condition(s).	()
<input type="checkbox"/> o) Repair the defective door(s) at the basement and or () floor(s).	()
<input type="checkbox"/> p) Remove interior door lock(s) in room located on () floor(s)	()
<input type="checkbox"/> q) *Replace the apt. entrance door with a 1.375" – 1.75" solid core door with automatic self-closer, dead latching lockset or a separate dead bolt lock, a chain and a viewing device.	()
<input type="checkbox"/> r) Obtain permits for the work indicated in REMARKS	()
<input type="checkbox"/> s) Each dwelling may have only one kitchen, remove excess facility fixtures, equipment and piping.	()

of Bedrooms – Basement: () 1st Floor: () 2nd Floor: () 3rd 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:** _____

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