



**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:		
<b>LEAD INSPECTION</b> <input type="checkbox"/>		Reinspection Date:	
Inspector:	OK Date:	INSP:	

Inspection Item:	RE-INS
<b>1) EXTERIOR</b>	
<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: _____	( )
<b>2) INTERIOR</b>	
<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 <b>REMARKS</b>                                                                                                                             | (   ) |
| <input type="checkbox"/> | s) Each dwelling may have only one kitchen, remove excess facility fixtures, equipment and piping.                                                                                     | (   ) |

# of Bedrooms – Basement: (   ) 1<sup>st</sup> Floor: (   ) 2<sup>nd</sup> Floor: (   ) 3<sup>rd</sup> 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:** \_\_\_\_\_