

INSPECTION CHECKLIST

DEPARTMENT OF COMMUNITY SERVICES

SALE
RENT
COMPL.

Apartment or Condo Unit

Address : _____ Apt _____ ; Block _____ ; Lot _____
Complex name : _____ Zone : _____
Owner : _____ Tel # : _____
Address : _____ Agent : _____

Inspection date _____ Compliance due _____ OK date _____

PMC - Prop. Maintenance Code NJHC - New Jersey Housing Code
DRO - Devel. Regulations Ord. SRO - Summit Regulatory Ord.
HMD - NJ Regulations for Maintenance of Hotels and Multiple Dwellings

1. EXTERIOR :

- _____ a.* Sidewalks in need of replacement at the street, front walk, side, rear [see paint markings]. (Section 7.15-3, D.R.O.)
- _____ b. Remove obstructions from shrubs/trees overhanging city sidewalks. (Sect. 6.11, PMC; 10.4, NJHC)
- _____ c.* Curbs in need of replacement [see paint markings]. (Section 7.15-3, D.R.O.)
- _____ d. Paint the trim and walls on the exterior of the building. (Sect. 6.11, PMC; 10.1, NJHC)
- _____ e. Replace defective/missing gutters and leaders. (Sect. 6.11, PMC; 10.1, NJHC)
- _____ f.* Repair or replace the roof on the building/garage. (Sect. 6.11, PMC; 10.1, NJHC)
- _____ g.* Repair or replace the fencing at the front/side/rear. (Sect. 6.11, PMC; 10.7, NJHC)
- _____ h. Remove or re-arrange the fencing at the corner of the lot and provide a clear sight triangle (see attached sketch). (Sect. 5.19-10, DRO)
- _____ i.* Repair or replace the entrance steps and/or porch and/or railings on the front/side/rear. (Sect. 6.11, PMC; 10.2, NJHC)
- _____ j.* Provide a 48" high fence and/or self-closing and latching gate at the pool. (Sect. 5.24, DRO; Sect. 5, Title 36, SRO)
- _____ k. Clear property of all trash, debris and valueless combustible materials. (Sect. 6.11, PMC; 10.7, NJHC)
- _____ l. Remove the recreational vehicle and/or trailer from the property, or provide an enclosed garage for same. (Sect. 7.15-3 and 5.15-5e, DRO)
- _____ m. Trim shrubs/hedges/lawn. (Sect. 6.11, PMC; 10.7, NJHC)
- _____ n. Construction without permit _____
- _____ o. Other _____

Remarks : _____

[Interior inspection continued on reverse]

NOTE: * = permit may be required; check with Comm. Svc. office

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2. INTERIOR : [requirements may be for dwelling unit or common areas]
___ a.* Install working smoke detectors outside of each separate sleeping area in the immediate vicinity of the bedrooms, and on each level of the apartment. (HMD 5:10-25.3)

___ b.* Install/repair common area smoke detectors. (HMD 5:10-25.3)
___ c.* Remove the sump pump discharge pipe from the sanitary sewer, and route it directly to the outside. (Section 2, Article III, Title 40, SRC)

___ d.* Replace the defective flue pipe, and cement the chimney connection, at the furnace and water heater. (Sect. 8.1, NJHC)

___ e.* 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). (Sect. 10.3 NJHC)

___ f.* Install a handrail and guardrail on the open side of the floor stairs. (Sect. 10.3, NJHC)

___ g.* Repair the defective plumbing fixture(s) in the bathroom(s) and in the kitchen. (Sect. 4.4, NJHC)

___ h. Replace the caulking around the bathtub/shower. (10.9, NJHC)

___ i. Repair the window(s) in the following rooms to restore to proper operating condition and/or eliminate leakage: living - dining - den - family room bathroom - lavatory - bedroom(s) - other. (Sect. 7.1 and 7.2, NJHC)

___ 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. (Sect. 6.3 NJHC)

___ k.* Repair or replace defective wiring in the basement, first, second, third, _____ floor(s), attic. (Sect. 6.3 NJHC)

___ l. Repair the holes/cracks in the floor(s) at the _____ floor(s); in the wall(s) at the _____ floor(s); in the ceiling(s) at the _____ floor(s). (Sect. 10.1, NJHC)

___ m. Repair the _____ floor wall(s) to eliminate damp/wet condition(s). (Sect. 10.5, NJHC)

___ n.* 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. (5:10-19.2, HMD; NJ Fire Code)

___ o. Repair the defective door(s) at the basement, first, second, third, _____ floor(s). (Sect. 10.1, NJHC)

___ p. Obtain permits for the work indicated in REMARKS.

___ q. Other : _____

___ r. Other : _____

REMARKS : _____

Inspector : _____ Signed : _____
(Print name)

NOTE : * = permit required; check with Community Services office

[For office use only - Date mailed : _____ By : _____]

