



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



<b>Address:</b>			<b>Block:</b>	<b>Lot:</b>	<b>Zone:</b>
<b>Owner:</b>			<b>Realtor:</b>		
<b>Owner Address:</b>			<b>Realtor Phone:</b>		
<b>Owner Phone:</b>			<b>Inspection Date:</b>		
<b>LEAD INSPECTION</b> <input type="checkbox"/>			<b>Reinspection Date:</b>		
<b>Inspector:</b>			<b>OK Date:</b>		<b>INSP:</b>
<b>Inspection Item:</b>					
<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) Provide a permanent house number a minimum of 3" in height and clearly visible from the street. § 14-2.3 <input type="checkbox"/> e) *Repair or replace the roof on the house/garage. § 15-4.5 <input type="checkbox"/> f) *Repair or replace the fencing at the front/side/rear. § 15-4.5 <input type="checkbox"/> g) 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"/> h) *Repair or replace the entrance steps and/or porch and/or railings on the front/side/rear. § 15-4.3 <input type="checkbox"/> i) *Provide a 48" high fence and/or self-closing and latching gate(s) around the pool § 17-5 <input type="checkbox"/> j) Clear property of all trash, debris, and hazardous materials. § 15-4.3 <input type="checkbox"/> k) Remove recreational vehicle and/or trailer from the property or provide enclosed garage § 35-9.9H <input type="checkbox"/> l) Trim Shrubs / hedges / lawn § 18-5.2 <input type="checkbox"/> m) 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) *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 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"/> j) Remove interior door key lock(s) in room located on ( ) floor(s)					

- k) Obtain permits for the work indicated in **REMARKS**
- l) Each dwelling may have only one kitchen, remove facility fixtures, equipment and piping.
- m) Correct Zoning violations and or building, plumbing, electrical, and or fire hazards listed in **REMARKS**

**# 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:**