

After you have submitted a complete application, with the proper fee; you will be scheduled for an inspection. Be sure a phone number, where you can be reached is on the application.

The following is a general list of items that will be inspected and required for a Certificate of Inspection, note the list is not all-inclusive.

1. **Walks/driveway:** No tripping hazards, holes or missing areas.
2. **Exterior property:** Clean, no debris or high grass. No major over-growth. No junk or trash.
3. **Garage/sheds/fences:** Good exterior condition, painted, windows unbroken; structurally sound.
4. **Exterior structure:** No peeling paint. Gutters/downspouts, roofing, chimney; foundation, all good condition. No rotting wood. Windows and screens in good condition,
5. **Steps:** Good sound condition, no tripping hazards, railing required if 30" or higher. Railings secure.
6. **House numbers:** 3" minimum size. Numeric, not spelled out. Visible from the street.
7. **Interior:** Doors sound condition. Deadbolts, non-key style operation from the inside only (front), All windows operational, floor coverings good condition no tripping hazards. Walls/ceilings no holes or peeling paint. No broken windows. All outlets/switches working. Closets: no bare bulbs allowed. Must have a globe or be of the fluorescent type. Fireplaces: Shall be cleaned & inspected by a professional in that field.
 - **Kitchen:** Stove must have a tip over bracket installed (manufactured from 1991 to now). Faucet/drains no leaks. Stove hood filter clean, exhaust fan works. No grease buildup anywhere. No accumulations by appliances.
 - **Bathroom:** Faucet/drains no leaks. Toilet flushes properly. Tub caulked. An outlet is required. If a new one is installed it shall be GFCI protected.
 - **Bedrooms:** Smoke detector outside of (within 10 feet of every bedroom) **AND** inside each bedroom. Door on each room. Carbon monoxide detectors are required on each floor containing bedrooms. If battery operated, must be 10-year sealed battery detectors. If hardwire detectors, must be maintained and synched.
 - **Basement:** Smoke detectors on the ceiling at the bottom of the stairs. Sump pumps shall be pumped to the outside. Furnace vent connections are to be tight. Adequate clearance to combustibles. Safety valve on the hot water heater is to be piped down to within 6" of the floor. No open electrical boxes. Minimum 60 amp electrical service. No exposed wiring (all terminations in a junction box). No clutter. Furnaces shall have adequate ventilation.
 - **Occupancy:** Every room for sleeping shall have a minimum of 70 sq. ft. for one occupant and 50 sq. ft. for each additional person. (100 sq. ft. for 2 people, 150 sq. ft. for 3 people, etc.)
 - **General:** Every story, including the basement shall have a working smoke detector. Clothes dryer shall be vented to the outside with ridged pipe. U.L. flex from dryer to pipe. Attached garages shall have a door between the house & garage. (solid wood or metal)

For Dwellings being sold, all open construction permits are to be finalized before the Certificate of Inspection is issued. **For Commercial applicants,** a zoning application permit should be submitted and approved and before applying for a Certificate of Inspection. Attach an approved zoning form with the C/I application.

A C/I inspection will show compliance with the adopted Borough Codes.

The buyer, to protect their investment, should use a home inspector or an engineer for a more extensive inspection.

8. Requirements for Fire Extinguishers:

- At least one portable fire extinguisher shall be installed in all one- and two-family dwellings upon change of occupancy;
- The extinguisher shall be listed, labeled, charged, and operable;
- The size shall be no smaller than 2A:10B:C, rated for residential use and weigh no more than 10 lbs.;
- The hangers or brackets supplied by the manufacturer must be used;
- The extinguisher must be located within 10 feet of the kitchen
- The top of the extinguisher must not be more than 5 feet above the floor;
- The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items;
- The extinguisher must be near a room exit or travel path that provides an escape route to the exterior;
- The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher; and
- Lastly, the extinguisher must be installed with the operating instructions clearly visible