

# **Borough of Elmer**

Housing & Property Maintenance Office

120 S. Main Street, PO Box 882, Elmer, NJ 08318

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## ***Guidelines for Inspection for Certificate of Occupancy***

1	Sidewalks in proper condition according to Elmer Borough Ordinance	
2	5-inch reflective house numbers	
3	No trash, debris or unregistered vehicles	
4	Roof must be in satisfactory condition	
5	Gutters/downspouts cleared	
6	Siding must be in satisfactory condition	
7	No structural damage or rotting wood	
8	Smoke stack pipe in satisfactory condition	
9	Exterior must have GFI outlets including sheds and garages	
10	Graspable handrail on steps of 3 or more risers	
11	Guard rails on decks of 30 inches or more	
12	Swimming pools must be GFI protected according to Elmer Borough Ordinance	
13	Swimming pools must be enclosed	
14	No broken windows	
15	Deadbolts not keyed on both sides	
16	Windows must be able to open, lock & have screens	
17	Walls, floors and ceilings - no holes/damage and properly painted	
18	Working appliances, anti-tip range	
19	Fire extinguisher mounted in kitchen; size 2A:10B:C	
20	GFI outlets within 6 ft of all water sources (kitchen, bathroom, laundry)	
21	Hot and cold water, working toilets and shower	
22	Exhaust fan in bathroom; if not, windows that open	
23	10 year sealed smoke detectors - 1 per level; 1 each bedroom	
24	CO detectors - 1 per level; vicinity of bedroom	
25	Graspable handrails must turn in	
26	Water heater relief valve within 6 " - not less than 2"	
27	Operational heating system	
28	Oil heat to have emergency shut off at top of stairs	
29	Electrical boxes covered with no open knockouts and all circuits labeled	
30	Working electrical outlets, switches, cover plates, fixtures and bulbs	
31	No extension cord where hard wired is needed	
32	All required permits obtained and approved	
33	Rental units need completed landlord registration and insurance	

**Property and dwelling must comply with IPMC (International Property Maintenance Code). This checklist is not to be construed as all inclusive. It is representative and may have additional and/or amendments as determined by the Inspector. No person shall occupy the dwelling without an approved Certificate of Occupancy.**