Borough of Elmer

Housing & Property Maintenance Office
120 S. Main Street, PO Box 882, Elmer, NJ 08318
(856) 358-4010, Ext. 119 housing@elmerboroughnj.com

Guidelines for Inspection for Certificate of Occupancy

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