**EXTERIOR**

* **House Number/Address - 4”** Arabic Numerals, **Contrasting Color** to House, Must be Visible From Street.
* **Gutters & Downspouts, Roof-**Secured Properly to House, Splash Block @ each Downspout
* **Guardrails-** Secure, Sturdy-Not Missing any Spindles on Porches, Decks, Landings-Steps more than (30”) above Ground Level.
* **Handrails-**Secure, Sturdy-Steps with (3) or more Risers (1-1/4”- 2- 5/8”) to Diameter, (30”-38”) inches high. No less than (1-1/2”) inches between the handrail & the wall.
* **Concrete, Sidewalk, Driveway,Apron, ETC...-**Kept in proper State of Repair, Maintained free from hazardous conditions. (Level, Flat, No Cracks, Un-Even/Raised surfaces or Tripping Hazards). No ramping or patching, replacement only.
* **Ground Fault Receptacles-** (GFCI’s) Test & Ensure they (Trip & Isolate Power)
* **Paint-**Good Condition, No Peeling & No untreated wood exposed
* **Siding-** Secure, and Painted if not Vinyl or Aluminum-No Missing Pieces or Sections
* **Yard-**Free of Trash, Debris, Grass Cut, Rubbish & Garbage - No Over Grown Weeds/Vines/Brush, ETC...
* **Soffit/Fascia-** Secure, Not Falling or Loose
* **Exterior Doors-** Open & Close with Ease, No excessive Force & Proper Weather Stripping. **No Keyed Locks on Egress Doors**- **Not Permitted**-Thumb Turn Style-APPROVED

**INTERIOR**

* **Interior-** kept clean, sanitary and maintained conditions. Pest/Infestation elimination.
* **Receptacles-**Secure in Electrical Boxes, Cover Plates & Working Properly
* **Switches-**Secure in Electrical Boxes, Cover Plates & Working Properly
* **Electrical Connections-**In Junction Boxes w/Covers/Plates/Secure & in Place
* **Ground Fault Receptacles (GFCI's)-** Test & Ensure they (Trip & Isolate Power)
* **Electrical Panel**- Cover Panel Installed & No Open Spaces/Blanks Installed, Circuits Labeled/Identified
* **Lighting**-All utility/mechanical rooms to have lighting, as well as all habitable rooms/spaces.
* **Faucets-** Work, Cold on **Right**, Hot on **Left** & Do Not Drip/Leak
* **Kitchen Sink-**Strainers in Drain, even if Garbage Disposal is/if installed & Garbage Disposal is Operating Properly. Cold on **Right**, Hot on **Left.** Do Not Drip/Leak and all caulking in place.
* **Stove/Range/Ovens**-Must have anti-tip device/attachment installed to prevent appliance from tipping over. (Floor Models)
* **Bathroom/Powder Room Sink-** Pop-Up Installed in Drain. Cold on **Right**, Hot on **Left.** Do Not Drip/Leak and all caulking in place.
* **Bathtub/Shower Drain-**Strainer in Place/Installed/ Cold on **Right**, Hot on **Left,** Do Not Drip/Leak and all caulking in place.
* **Sump Pump(s)-** Must be connected/plumbed & discharge to exterior away from dwelling. They ***CAN NOT*** **be connected to the Sanitary Sewer!!!**
* **Windows, Doors**- Screens to be installed, door hardware, closures-No Keyed-Locks, operable and maintained.
* **Attached Garage-** Wall(s) that touch living area must be sheet rocked & taped, if Wall(s) not sheet rocked to roof line or room above, then ceiling must be sheet rocked & taped.
* **HVAC**-Must be in working / operating condition.
* **Heater & Water Heater Venting-**Inclined towards the vent stack, (N/A) to forced vented units, plastic vent piped. **No Corroded/Rusted/Perforated** Vent Piping/Stack/Exhaust. In working condition/operation. Water heat to have bond/ground installed on hot & cold lines.

* **Floors-** to be maintained in sound condition and kept in good repair.
* **Gas Pipe-** Rigid Pipe w/flex line into Appliances, Drip Leg where required.
* **HEATER-EMERGENCY SHUT-OFF SWITCH-**Must Have **RED** Plate Labeled (BURNER EMERGENCY SHUT-OFF SWITCH), **located at top of steps/stairs. OIL HEAT ONLY!!!**

* **Dryer Vent- Either Full Metal or Semi Rigid Metal Pipe.**(All Fuel Burning Appliances Must Vent Directly to Exterior). **NO FOIL or VINYL EXHAUST VENT/DUCT.**
* **Attics-**Only permitted to be utilized as originally designed & approved for at time of construction / occupancy. No changes/uses without approval from appropriate Official / Department.
* **Carbon Monoxide Detector(s)-** Must be Installed with-in (10') feet of all Sleeping Areas. Either Battery or Electric Operated
* **Smoke Detector(s)-**Must be Installed on each Level (Basement,1st Floor, 2nd Floor, ETC...) Not needed in Attic if unfinished and cannot be utilized as a Living Space. Note: If Dwelling was Constructed/Built with Hardwire (110v) S/D's they must be Maintained & Can Not be Substituted with Battery Operated S/D's in place of Hardwire S/D's
* **Fire Extinguisher-(ABC**) Type/Rating between (5-10 lbs.) Mounted no higher than (5') feet from Floor, on Wall Leading to Exit and/or can be mounted inside of the front of the cabinet, as long as it is easily accessible. (Fire Extinguishers must be either new with proof of purchase/receipt within (1) year of current inspection date **or** an existing fire extinguisher must be **(Inspected, Serviced & Tagged**) for the current year, with current inspection tag affixed to fire extinguisher to be approved.
* **Bathroom Ventilation-** Must have Working/Operable Window(s) and/or Exhaust Vent Fan.
* **Exterior Door(s) Deadbolt-**Shall Only Have a Thumb-Turn Style Lock, **No KEYED Locks Permitted** on Egress Side of Doors.
* **Pool-**Maintained in a Clean & Sanitary Condition. Barriers Maintained in Good Condition. Gate shall be Self Closing & Self Latching, with a Fence/Barrier of (5') -(6') High. Additional requirements required, review checklist pool packet.
* **PERMITTED WORK:** Any work requiring a PERMIT, HAD A PERMIT or was Complete & FINAL INSPECTION(S) had been completed with a CERTIFICATE of APPROVAL issued. (i.e. Heater, Water Heater, Finished Basement, Garage Conversion, Roof, Siding, Deck).
* **Accessory Structures-**Detached Garages, Sheds, Walls & Fences must be Kept in a Good State of Repair & Maintained.
* **THIS PARTIAL CHECKLIST IS TO BE USED AS A CONVIENENCE/GUIDE LIST & IS NOT ALL INCLUSIVE OF ALL FAILURE POINTS. IT COVERS THE MOST COMMONLY APPEARING/CITED FAILURE POINTS/AREAS.**
* IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT FAILURE POINTS, PLEASE CONTACT THE **CODE OFFICIAL'S OFFICE @ 856-854-1176 Ext. # 6265**

**COLOR CODE:**

**(UNDERGROUND UTILITY LINES)**

 ORANGE **ELECTRIC**

 YELLOW **GAS,OIL,STEAM**

 LIGHT ORANGE **COMMUNICATION/CATV**

 BLUE **WATER**

 GREEN **SEWER**

 PURPLE **TEMPORARY SURVEY/MARKINGS**

 WHITE **PROPOSED EXCAVATION**