



## Hamilton Township Change of Occupancy Checklist

1. **Smoke detectors:** All dwelling units are required to be equipped with working smoke detectors. There should be at least one detector on each level of the unit.
  - **Battery Only Type:** Smoke detectors must be equipped with a **non-replaceable, sealed battery** that is designed to last for at least **10 years**.
  - **Hardwired Smoke Detectors:** Homes constructed after 1976 smoke detectors are required to be hardwired into the home's electrical system. These detectors must also have a backup battery in case of a power failure.
2. **Carbon monoxide detector:** Working carbon monoxide detectors must be provided in the immediate vicinity (10ft) of all sleeping rooms.
  - **Battery Requirements:** Must be equipped with a **non-replaceable, sealed battery** that lasts for at least **10 years**.
  - **Hardwired or Plug-in CO detectors** must be equipped with a **non-replaceable, sealed battery** that lasts for at least **10 years**
3. **Fire Extinguishers:** Every single- & two-family dwelling unit must be provided with a portable fire extinguisher which is listed, labeled, charged, and operable. The size should have a minimum rating of 1A:10B:C but weigh no more than 10 pounds. The extinguisher must be mounted within 10ft of the kitchen, and it must be visible and readily accessible. See additional information sheet for further details.
4. **Walls and ceilings:** Surface must be smooth, free of holes, broken plaster or significant cracks. Gaps and open areas must be covered, no loose wallpaper or chipped paint. No broken, loose, sagging or missing tiles. Re-papering, re-painting or touch up required for repaired areas.
5. **Faucets/ Sinks:** Hot and cold water in kitchens and bathrooms shall operate properly and have shut off valves for each. All sinks shall have approved drain traps.
6. **Bathroom:** Toilets shall be secured, operate properly and have a shut off valve on the water feed line. Windows located in bathroom are within 60in of the shower to be tempered glass. All bathroom doors must be equipped with a working privacy lock. Bathroom floors and shower stalls shall be substantially watertight. Loose or missing tiles must be replaced and regouted.
7. **Kitchen:** Stove burners, over and broiler must operate. Consumer Product Safety Commission (CSPC) requires gas and electric ranges to have an anti-tilt bracket installed. Wall oven must operate. Stove hardware and knobs must be intact and serviceable.
8. **GFCI receptacles in bathroom, kitchen, & unfinished basement:** All electrical receptacles serving kitchen counter, in bathroom, in unfinished basement, in garage and within 6ft of a water source must be equipped with a GFCI (ground-fault circuit interrupted) type receptacle. Electrical outlets and switches shall be in good working order with proper polarity. Junction boxes shall have proper cover plates. All wire connections shall be boxed, wire nutted with cover plate installed. Wires entering junction boxes shall have proper connectors. Replace all painted outlets. The use of extension cords to



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replace permanent wiring is not permitted and is illegal. Garage door openers shall be plugged directly into a power supply without the use of an extension cord.

9. **Hot water heater and boilers:** Shall be in good working order. If equipped with temperature and pressure valves (T&P valves) the discharge shall be piped 2" to 6" from the finished floor. Adequate ventilation is required to ensure proper combustion. Vent/flue pipes to be properly sealed at chimney connection. Screws and supports on vent pipe required per code and pitched properly.
10. **Roof:** Roof shall be in good repair with no evidence of leaks.
11. **Structure:** If there is a visible structural deficiency, then it must be properly addressed prior to issuance of the CO.
12. **Work done without permits:** If any work has been performed without permits (when necessary), you will be required to obtain the proper permits and have all inspections completed before a CO will be issued.
13. **Main electrical service line (pipe or cable):** shall be properly secured to the structure with approved cable straps or pipe straps. Frayed service cables shall be replaced with permits.
14. **Fireplaces/ wood stoves/ chimneys:** Every chimney (including fireplace chimneys), flu, or furnace/ boiler vent must have adequate draft, structural integrity, and freedom from combustible deposits and obstructions. All fireplaces/ wood burning stoves require a level II certification from a qualified chimney sweep company.
15. **Doors/ locks:** All exterior and interior doors and door jams must have operating hardware to keep doors securely closed. Exterior doors must lock. Double key deadbolt locks are not permitted on exit doors. Bedroom keyed door locks or padlocks are prohibited. Bathroom doors must lock. Doors, door jams, and trim must be in place and not be damaged, chipped, or flaking paint. Garage doors and automatic openers must open and operate properly and safely.
16. **Sump pumps:** shall operate properly and shall discharge to the exterior of the structure. Sump pumps shall not be connected to the sanitary sewer line. All pumps shall be plugged directly into an electrical outlet.
17. **Fire safety:** All gas fire equipment (stoves, furnaces, clothes dryers, hot water heaters, etc.) shall be equipped with a shut-off valve on each gas supply line or within 6 feet of appliance.. Consumer Product Safety Commission (CPSC) requires gas and electric ranges to have anti-tilt bracket installed.
18. **Exterior:** Siding and foundation must be in sound condition. Flaking, blistered, cracked or loose paint requires re-painting. Gutters and downspouts must be securely affixed. Downspouts need to be in place and complete. House numbers shall be 3in. minimum height, mounted so as to be visible from the curb line. Grass must be cut. Premises shall be free of rodents, insects, and offensive odors. Must be in compliance with municipal code and free of maintenance violations. All significant overgrowth must be removed.
19. **Well & Septic certificate:** Well & septic systems to be approved by the Health Department before issuance of a CO.



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20. **Windows:** Must open easily and remain open. No broken chains, ropes or cords. Top sash must remain in place when unlocked. All windows must be able to be locked. All windows must have screens. Screens must not have rips, tears, or holes. No broken, cracked or missing glass or storm window components. Trim must be in place and not have significant damage, chipped, or flaking paint.
21. **Steps/ handrails/ porches/ decks:** All staircases must be equipped with tightly fastened handrails and vertical guards. The vertical guards must extend from the handrail to the stair tread and must either be solid or bars spaced less than 4in. apart (new handrails must meet the technical requirements of the New Jersey Uniform Construction Code.) Steps must not be broken, weak or of uneven rise. Must be free of tripping hazards. Porches and deck railings are required if 30in. or more above ground. Less than 4in. opening in spacing or balusters or spindles. Hand railing is required if 4 or more stair treads.
22. **Fences and gates:** Must be in secure condition with no missing boards or torn fabric and in good repair. If pool in backyard and fence is being used as a required barrier, the fence and gate is to meet the requirements of the one- and two-family building code, §305.
23. **RENTAL PROPERTIES CONSTRUCTED PRIOR TO 1978:** lead paint inspection performed by certified Lead Evaluation Contractor for tenant turnover beginning July 22, 2022. Inspection must be carried out through visual methodology per current State guidelines. If lead based paint hazards are identified, then the owner of the dwelling shall remediate the hazards through abatement or lead-based paint hazard control mechanisms. A \$20 fee will be collected by the Township for all submitted Lead Certificates.
24. **Other:** Any visible life-safety hazards must be addressed before issuance of a CO.