

CITY OF TRENTON



**DEPARTMENT OF INSPECTIONS
HOUSING INSPECTIONS PRE-INSPECTION CHECKLIST**

Below is a listing of the items to be inspected during your Resale/Rental Housing Inspection. All items must be corrected before a Certificate of Occupancy can be issued.

<u>LOCATION/AREA</u>	<u>VIOLATION</u>
EXTERIOR	
DRIVEWAY	Cracks, sinking and/or raised sections (trip hazards) of asphalt or concrete require repair or replacement
LAWN/HEDGES/TREE	High grass or weeds, fallen tree limbs, trash and debris must be removed
SCREENS	Screens must be in windows and entry doors during inspection
FENCE	Fence must be stable and without defects
ROOF/SHINGLES	Deteriorated, missing or broken shingles must be replaced. Certification required for transfer of ownership inspections.
SIDING-VINYL/ALUMINUM SHINGLE	Broken, missing and/or badly damaged siding must be repaired/replaced. All holes and cracks must be sealed.
EXTERIOR PAINT	All peeling paint must be removed from painted surfaces, including window frames and roof trim, repainted & repaired.
HOUSE NUMBER	3 inch visible numbers must be present. MUST BE ON BUILDING
GUTTERS & DOWNSPOUTS	Gutters must be free of leaves, properly secured and free from damage. Downspouts must be in place. A gutter must be located over steps.
WALKWAY	Walks must be free of cracks, raised or sinking areas
ENTRY DOORS	Doors must be operable and free from damage. Double-key dead bolts are not permitted.
ELECTRICAL	Electrical service cable cannot be frayed or exposed. All wiring must be exterior grade. PERMIT REQUIRED if replacement is needed.
FOUNDATION	Foundation must be free of cracks and holes.
GARAGE	Must be free of deterioration, rust and decay. Must have a door.
SHED	Must be free of deterioration, rust and decay. Must have a door.
POOL	Must be property safeguarded; metal parts must be bonded to motor. Gates and fencing must be in good condition.
WINDOWS	Must not have broken, cracked or missing glass panes. Must be operable and able to stay up when opened.
INTERIOR	
LIVING ROOM/DINNING ROOM	
WALLS/CEILING	Must be free of holes, cracks and they must be properly finished.
ELECTRICAL	All lights, receptacles and switches must operate and have proper cover plates installed.
WINDOWS	Must not have broken, cracked or missing glass panes. Must be operable and able to stay up when opened.
DOORS	Doors must be operable and free from damage. Double-key dead bolts are not permitted.
FLOOR	Must be level, free of obstructions and material (tile, carpet or wood), must be in good condition.
HALLS/STAIRCASES	
WALLS/CEILING	Must be free of holes, cracks and they must be properly finished.
HANDRAILS/STAIRS	Handrails must be installed on all staircases. All open staircases require guardrails/handrails on the open side of stairs.
FLOOR	Must be level, free of obstructions. Floor covering must be in good condition.

KITCHEN	
WALLS/CEILING	Must be free of holes, cracks and they must be properly finished.
ELECTRICAL	All lights, receptacles and switches must operate and have proper cover plates installed.
WINDOWS	Must not have broken, cracked or missing glass panes. Must be operable and able to stay up when opened.
DOORS	Doors must be operable and free from damage. Double-key dead bolts are not permitted.
COUNTERTOP	Must be free of defects, deterioration and damage.
OVEN/STOVE	Burners and oven must be operation.
FLOOR	Must be level, free of obstructions. Floor covering must be in good condition and washable. (Carpet is not approved)
PLUMBING	Hot and cold running water must be provided without leaks. All drain lines must drain freely.
BATHROOM(S)	
WALLS/CEILING	Must be free of holes, cracks and they must be properly finished.
FLOOR	Must be level, free of obstructions and material tile, carpet or wood), must be in good condition.
DOORS	Doors must be operable and free from damage. Double-key dead bolts are not permitted.
ELECTRICAL	All lights, receptacles and switches must operate and have proper cover plates installed.
PLUMBING	Hot and cold running water must be provided without leaks. All drain lines must drain freely.
SHOWER/VANITY/CABINET	Must be operable, undamaged and free from deterioration or decay. Must be secured properly. All cracks must be caulked.
BEDROOM(S)	
WALLS/CEILING	Must be free of holes, cracks and they must be properly finished.
ELECTRICAL	All lights, receptacles and switches must operate and have proper cover plates installed.
DOORS	Doors must be operable and free from damage. Double-key dead bolts are not permitted.
FLOOR	Must be level, free of obstructions. Floor covering must be in good condition.
GENERAL	
BASEMENT/CELLAR	Must have lighting and ventilation. Free from excessive dampness.
SMOKE-CARBON MONOXIDE DETECTORS	Smoke Detectors must be present on every level. Carbon Monoxide Detectors & Smoke Detectors must be present within 10 feet of bedrooms
FIRE EXTINGUISHER'S	NJ P.L. 1991, C. 92 (C.52:2-27D-198.1) requires that all one & two family dwellings at change of occupancy must have at least (1) portable fire extinguisher. Extinguisher(s) must be listed, labeled, charged and operable. No smaller than 2:AL10B:C rated for residential use and weigh no more than 10 lbs. The hangers/brackets supplied by the manufacturer must be used and extinguisher must be located within 10 feet of the kitchen and not 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. Extinguisher(s) must be near a room exit or travel path that provides and escape route to the exterior and must be accompanied with an owner's manual or written information regarding the operation, inspection and maintenance of the extinguisher and must be installed within the operation instructions clearly visible. New fire extinguishers are not required to be serviced and tagged as long as the seller/landlord or agent can provide proof of purchase or receipt.
SERVICE PANEL	Must have covers and breakers that are operable. Must be labeled. KO (Knock out) seals must be installed in open breaker areas. Must have ground wire.
WATER HEATER	Must be installed properly and have pressure relief pipe installed. Must be bonded.
RENTAL REGISTRATION	Must be completed prior to March 1 of each calendar year.
HEATING UNIT	Must be installed properly and certified by a licensed contractor every 5 years in rental properties.

CHIMNEY	Must be in good condition free from obstructions and certified by a licensed contractor every 5 years in rental properties.
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