

## **Elmer Borough Certificate of Occupancy Guidelines for Inspections**

1. Hot water in kitchen and all bathrooms
2. Working toilets
3. Working shower and/or bathtub
4. Exhaust fan in bathroom(s); if not, window that opens
5. Ground fault interrupter (GFI) outlets within 6 feet of all water sources (kitchen, bathroom, laundry room) and every outside outlet, including sheds and garages
6. Smoke detectors on every floor and in all bedrooms
7. Carbon monoxide detectors on every floor that contains bedrooms and in the immediate vicinity where gas or fuel fired appliances exist
8. Fire extinguisher located in kitchen
9. Working electrical outlet in all rooms
10. No broken windows
11. Graspable handrail on all steps of three risers or more; 34 inches minimum and 38 inches maximum measured vertically from the nosing of the thread
12. No open electric boxes
13. No open knockouts on electric panel
14. No extension cords where hardwire is needed
15. Smokestack pipe in good condition
16. Heating system must be operational
17. House number present: 5-inch numbers on front entrance if dwelling is less than 100 feet from road; if dwelling is more than 100 feet from road, number must be on a post at the end of a driveway, per Borough Code Chapter 20-1.5
18. Swimming pools must be protected with a barrier 4 feet high with a self-closing/self-latching gate. Gate must swing away from the pool and latch must be 54 inches high on the outside of the gate or 3 inches down on the inside of the gate in the gate is 48 inches high. No more than 4 inches between vertical components if horizontals are 45 inches or more. If horizontals are less than 45 inches, they must be on the pool side of the fence and no more than 1 ¾ inches between verticals
19. Swimming pools must be Ground Fault Interrupter (GFI) protected
20. All trash and debris must be cleaned up
21. No abandoned or unregistered vehicles

22. Roof must be in satisfactory condition and comply with International Property Maintenance Code
23. Siding must be in satisfactory condition and comply with International Property Maintenance Code
24. Sidewalks in proper condition according to Elmer Borough Ordinance
25. Kitchen must have working stove/range, oven
26. Repair/paint damaged walls and ceilings
27. Replace/repair damaged radiator covers
28. Replace/repair damaged Ground Fault Interrupter receptacles, switches, fixtures, bulbs and cover plates

Borough of Elmer  
Zoning, Housing, Property Maintenance Office  
120 South Main St.  
PO Box 882  
Elmer, NJ 08318  
(856) 358-4010 Ext.114  
zoninghousing@elmerboroughnj.com  
www.elmerboroughnj.com