

**Pilesgrove Township  
Certificate of Occupancy  
Inspection Checklist**

**Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Date Inspected:** \_\_\_\_\_ **Date Re-Inspected:** \_\_\_\_\_

- \_\_\_\_\_ 1. Smoke detectors on each level, including basement.
- \_\_\_\_\_ 2. House Numbers to measure 5" in height and be visible from the street.
- \_\_\_\_\_ 3. Fire Extinguisher mounted in kitchen.
- \_\_\_\_\_ 4. CO detector within 10' of every bedroom.
- \_\_\_\_\_ 5. Bathroom must be vented or have an operating window.
- \_\_\_\_\_ 6. Handrails on all steps with more than 3 risers and all landings or porches 30" in height or higher must have a rail around entire area.
- \_\_\_\_\_ 7. Adequate electric, heating and plumbing service.
- \_\_\_\_\_ 8. Water heater's pressure relief valve must be piped to within 6" of floor.
- \_\_\_\_\_ 9. All appliances must be installed properly and be in proper working order.  
No extension cords. (stoves, exhaust fans, etc)
- \_\_\_\_\_ 10. Exhaust fan over stove (ductless hood is permissible).
- \_\_\_\_\_ 11. Screened window in each room.
- \_\_\_\_\_ 12. All windows must be operational with lock.

- \_\_\_\_\_ 13. Two separate electrical outlets in each habitable room.
- \_\_\_\_\_ 14. Exterior doors and hardware must be operational.
- \_\_\_\_\_ 15. GFI protected outlets within 6' of water source and on all exterior outlets.
- \_\_\_\_\_ 16. In-ground pool must have at least 4' high fence and be self latching.
- \_\_\_\_\_ 17. House must be free of insect infestation.
- \_\_\_\_\_ 18. Emergency shut-off at top of stairs for heater located in basement.
- \_\_\_\_\_ 19. Work done without permits?      YES      NO
- \_\_\_\_\_ 20. Open construction permits?      YES      NO
- \_\_\_\_\_ 21. Well / water test = PASS?      YES      NO
- \_\_\_\_\_ 22. Septic inspection = PASS?      YES      NO

**Approval Date:** \_\_\_\_\_

**Approval Date, Pending Well and Septic:** \_\_\_\_\_

**Housing Official:** Tanya Timberman

***48 Hours notice is required for inspection.***

*This list is intended as a guide and is not to be considered all inclusive. An application along with the fee must be submitted prior to scheduling an inspection/re inspection. The owner or agent must call to schedule an inspection. Residential CO inspections require a fee of \$50.00.*