

**Pilesgrove Township
Certificate of Occupancy
Inspection Checklist**

Block: _____ **Lot:** _____ **Address:** _____

Name: _____ **Phone:** _____

Date Inspected: _____ **Date Re-Inspected:** _____

- _____ 1. House Numbers to measure 5" in height and be visible from the street.
- _____ 2. Smoke detectors on each level; in every bedroom, including basement.
- _____ 3. CO detector within 10' of every bedroom.
- _____ 4. GFI protected outlets within 6' of water source and on all exterior outlets.
- _____ 5. Fire Extinguisher mounted in kitchen.
- _____ 6. All appliances must be installed properly and be in proper working order.
No extension cords. (stoves, exhaust fans, etc)
- _____ 7. Exhaust fan over stove (ductless hood is permissible).
- _____ 8. Anti-tip bracket installed on stove.
- _____ 9. Adequate electric, heating and plumbing service.
- _____ 10. Bathroom must be vented or have an operating window.
- _____ 11. Screened window in each room.
- _____ 12. All windows must be operational with lock.
- _____ 13. Two separate electrical outlets in each habitable room.

- _____ 14. 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.
- _____ 15. Exterior doors and hardware must be operational.
- _____ 16. Water heater's pressure relief valve must be piped to within 6" of floor.
- _____ 17. Emergency shut-off at top of stairs for heater located in basement.
- _____ 18. In-ground pool must have at least 4' high fence and be self latching.
- _____ 19. House must be free of insect infestation.
- _____ 20. Work done without permits? YES NO
- _____ 21. Open construction permits? YES NO
- _____ 22. Well / water test = PASS? YES NO
- _____ 23. Septic inspection = PASS? YES NO
- _____ 24. Chimney 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.