

Holmdel Township

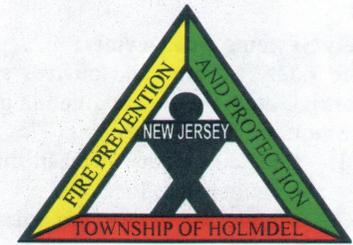
FIRE PREVENTION BUREAU

4 Crawfords Corner Road

Holmdel, N.J. 07733

732-946-2820 x-1301

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Fire Official
N.J. ID No. 121974



Inspection Guide for Certificate of Continued Occupancy

The following is a guide to those applying for a certificate of Continued Occupancy. It is not a checklist but is intended to assist the applicant in preparing for the inspection by listing some of the general items observed during an inspection which includes but is not limited to the following:

Property and Grounds:

- 1) All accessory structures shall be maintained in good repair.
- 2) Exterior walking surfaces must be maintained in good repair and free of tripping hazards.
- 3) Driveways must be properly maintained in good repair.
- 4) Exterior property areas shall be free of overgrown or dead vegetation, litter, and rubbish and properly maintained.
- 5) All wells and septic systems shall be maintained in good repair or properly abandoned.
- 6) All walls and fencing shall be maintained in good repair.
- 7) Drainage shall be away from the dwelling.
- 8) Swimming pools must be properly installed, maintained in good repair. All safety devices and fencing must be properly maintained and in good repair and working order in accordance with ALL applicable state regulations (ie. All gates must be self-closing and equipped with self-closing latches and at least 54 inches above the ground).

Exterior Items:

- 1) Address numbers shall be mounted on the dwelling or mailbox and be readily discernible from the street.
- 2) All exterior surfaces (ie walls, trim, roofs) must be free of flaking and peeling paint, visible defects, termite activity, and maintained in good repair or be provided with other protective coating or covering (ie. paint, aluminum, vinyl covering etc.).
- 3) Stairs, decks, and porches shall be free of loose boards, maintained in good repair, and equipped with approved handrails and guardrails.
- 4) Electrical service to the dwelling must be free from holes and leaks, free of visible defects and maintained in good repair.
- 5) Drains, gutters, and downspouts shall be maintained in good repair.
- 6) Chimney and/or flues shall be maintained in good repair.
- 7) Mobile homes shall be tied down in accordance with the New Jersey Uniform Construction Code and accepted Engineering standards.

Building Components and Systems:

- 1) All windows and doors shall be functional and free of broken, missing, and cracked glazing and shall be equipped with screens.
- 2) Stairs must be equipped with approved handrails and guardrails and maintained in good repair.
- 3) All interior surfaces (ie walls, trim, ceilings, floors) must be free of flaking and peeling paint, visible defects, and maintained in good repair.
- 4) All bathrooms must have wall mounted electrical receptacles.
- 5) All clothes dryers must be vented directly to the exterior of the building and must have rigid or flexible metal exhausted ducts.
- 6) All fuel-fired appliances (furnaces, hot water heaters, and boilers) must be properly vented and provide adequate combustion air and be properly installed and maintained in good repair.
- 7) Primary means of egress (generally the front door) shall be able to be opened from the inside without a key, tool, or special device (ie. Dead bolt locks, which must be locked or opened from the inside with a key, are not permitted).
- 8) All plumbing fixtures shall be free from leaks, properly installed, maintained in good repair, and in working order with hot and cold water as applicable.
- 9) Sump pump must be properly maintained in good repair and connected to an underground drain system and not to the sanitary sewer system.
- 10) All electrical devices, fixtures, and appliances shall be in working order, properly installed, wired, and maintained in good repair.
- 11) All utilities must be turned on and in working order.
- 12) Structural members and foundations shall be maintained in good repair and capable of supporting imposed loads.
- 13) Solid fuel burning devices (ie. fire places, wood stoves, etc.) shall be properly installed and maintained in good repair.
- 14) Garages shall be kept clean, all working components in good working order and maintained in good repair.
- 15) Attic spaces shall be free of storage and signs of leaks and shall be properly ventilated.
- 16) Basement areas shall be free of termite activity and signs of leaks and shall be properly ventilated and insulated
- 17) Improvements made to the property, which require permits, for which permits were not obtained, will be cited as violations. The owner of the property shall be responsible for obtaining the required zoning and construction permits in accordance with current applicable regulations. If any open permits remain on file, the applicant or owner is responsible for ensuring the proper inspections are conducted in order to close out those permits.
- 18) If the property is serviced by well water for potable water, the well must be tested under the parameters of the private well testing act.

Life Safety Systems and Devices:

1) Life safety systems and devices shall be properly installed, underwriters laboratories (UL) or Factory Mutual (FM) listed, in working order, and maintained in good repair.

a. Smoke detectors

1. Located on each level of the dwelling, in sleeping areas, and in hallway areas within ten (10) feet of each bedroom door (Figures 1, 2, 3 and 4).
2. Maintained in working order and low voltage central station systems shall be tested annually.
3. Basement detectors are to be located in close proximity to the bottom of the basement stairs (Figures 3 and 4).
4. NOT located in kitchens, within five (5) feet of bathrooms, in attics and crawl spaces without a heating unit, within three (3) feet of HVAC vents, within one (1) foot of the peak of a peaked ceiling (Figure 6), within four (4) inches or the intersection of any wall and ceiling (Figure 5).
5. A/C powered and/or low voltage interconnected smoke detectors installed in homes constructed after January 1977 shall be maintained in working order or replaced by a new interconnected system.
6. Required detectors shall be located in accordance with NFPA 72 Chapter 11 "Household Fire Alarm Systems".

b. Carbon monoxide alarms.

1. Located in all sleeping areas in each level (Figures 1, 2, 3 and 4).
2. Detectors shall be installed in accordance with NFPA 720 and manufacturer's instructions.

c. Fire Extinguishers.

1. Be of a classification of 1-A;10-B:C or greater (2-A;10-B:C is recommended).
2. Mounted in a visible location within ten (10) feet of the kitchen.
3. Mounted not more than five (5) feet above the floor and not less than four (4) inches from the floor.
4. NOT mounted in or under a kitchen cabinet.

Ⓢ - Smoke Detector, ⒸⓄ - Carbon Monoxide Alarm, ⒻⒺ - Fire extinguisher.

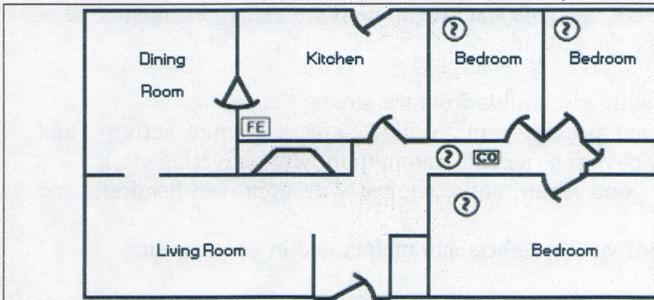


Figure 1: A smoke detector should be located between the sleeping area and the rest of the dwelling unit as well as in each bedroom.

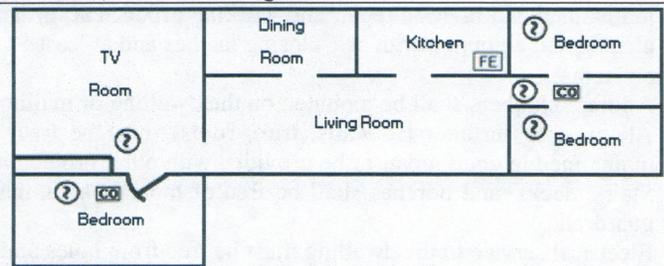


Figure 2: In dwelling units with more than one sleeping area, a smoke detector should be provided to protect each sleeping area in addition to the detectors required in the bedrooms.

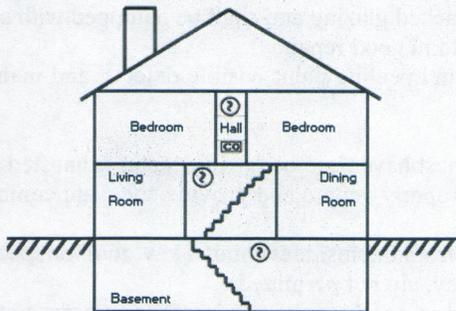


Figure 3: A smoke detector should be located on each story.

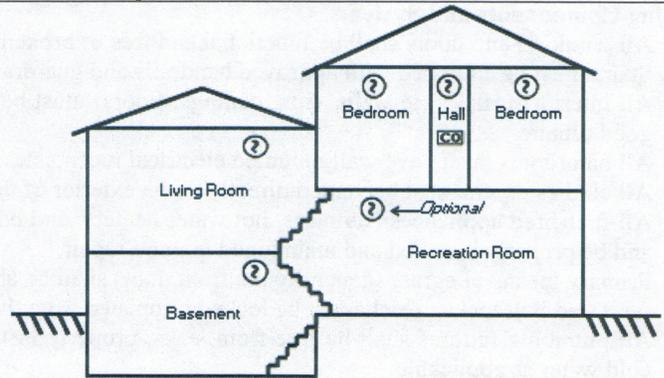


Figure 4: A typical split level arrangement.

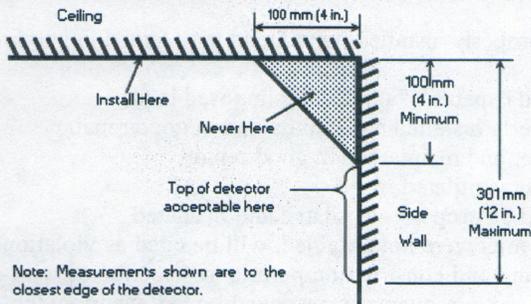


Figure 5: Proper mounting of smoke detectors.

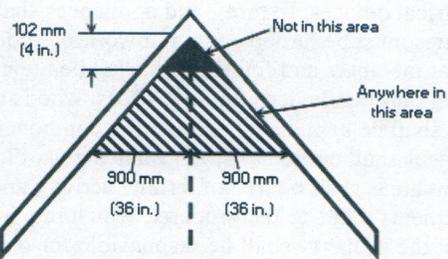


Figure 6: Proper mounting of smoke detectors on peaked ceilings.