



Township of Holmdel

Bureau of Fire Prevention
Phone: 732-946-2820, Ext. 1307



Inspection Checklist for Residential Occupancy Certificate

Property History Review:

- Construction Permits – confirm all permits are closed and review all permits for work performed
- Violations – confirm all violations are closed and Penalties paid
- Deed Restrictions
- Zoning Restrictions

Building and Grounds:

- All accessory structures shall be maintained in good repair
- Exterior walking surfaces must be maintained in good repair and free of tripping hazards
- Driveways must be properly maintained in good repair
- Exterior property areas shall be free of overgrown or dead vegetation, litter, and rubbish and properly maintained
- All wells and septic systems shall be maintained in good repair or properly abandoned
- All walls and fencing shall be maintained in good repair
- Drainage shall be away from the dwelling
- 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:

- Check for apparent Zoning violations
- Address numbers shall be mounted on the dwelling or mailbox and be readily discernible from the street
- 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.)
- Stairs, decks, and porches shall be free of loose boards and in good repair, and equipped with approved hand & guard rails
- Electrical service to the dwelling must be free from holes and leaks, free of visible defects and maintained in good repair
- Drains, gutters, and downspouts shall be maintained in good repair
- Chimney and/or flues shall be maintained in good repair
- Mobile homes shall be tied down in accordance with the New Jersey Uniform Construction Code and accepted Engineering standards

Building Components and Systems:

- No second kitchen, unless permitted and documented in Deed Restriction
- No sleeping quarters in basement without permitted second means of egress
- All windows and doors shall be functional and free of broken, missing, and cracked glazing and shall be equipped with screens
- Stairs with more than three risers must be equipped with approved handrails and guardrails and maintained in good repair
- All landings or porches 30" inches in height or higher must have a rail around entire area
- Interior surfaces (ie walls, trim, ceilings, floors) free of flaking and peeling paint, visible defects, and maintained in good repair
- All bathrooms must have wall mounted electrical receptacles
- All clothes dryers must be vented directly to the exterior of the building and must have rigid or flexible metal exhausted ducts.
- 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
- 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)
- 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
- Sump pump must be properly maintained in good repair and connected to an underground drain system and not to the sanitary sewer system
- Electrical devices, fixtures, and appliances shall be in working order, properly installed, wired, and maintained in good repair
- All utilities must be turned on and in working order
- Structural members and foundations shall be maintained in good repair and capable of supporting imposed loads
- Solid fuel burning devices (ie. fireplaces, wood stoves, etc.) shall be properly installed and maintained in good repair
- Garages shall be kept clean, all working components in good working order and maintained in good repair
- Attic spaces shall be free of storage and signs of leaks and shall be properly ventilated
- Basement areas shall be free of termite activity and signs of leaks and shall be properly ventilated and insulated
- Improvements made to the property, which require a Construction Permit, for which permits were not obtained, shall be forwarded to the Construction Official and 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

Life Safety Systems and Devices:

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

⇒ Smoke alarms:

- Located on each level of the dwelling, in sleeping areas, in hallway areas within ten (10) feet of each bedroom door (Figures 1, 2, 3 and 4), and in every bedroom
- Basement smoke alarms are to be located in close proximity to the bottom of the basement stairs (Figures 3 and 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)
- A/C powered interconnected smoke alarms installed in dwellings constructed after January 1977 shall be maintained in working order, shall work as an interconnected system, and shall not be older than 10 years from the date of manufacture
- Required smoke alarms shall be located in accordance with NFPA 72 Chapter 11 "Household Fire Alarm Systems".
- In dwellings built before January 1, 1977, the single station battery operated smoke alarms shall be the 10-year sealed battery type
- Low voltage fire alarm systems are no longer allowed as the primary means for fire detection and shall be supplemented by single station battery operated smoke alarms of the 10-year sealed battery type

⇒ Carbon monoxide alarms:

- Located in all sleeping areas in each level (Figures 1, 2, 3 and 4).
- Carbon monoxide alarms shall be installed in accordance with NFPA 720 and manufacturer's instructions
- Carbon Monoxide alarms shall not be older than 7 years from the date of manufacture

⇒ Fire Extinguishers:

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

② - Smoke Alarm, [CO] - Carbon Monoxide Alarm, [FE] - Fire extinguisher

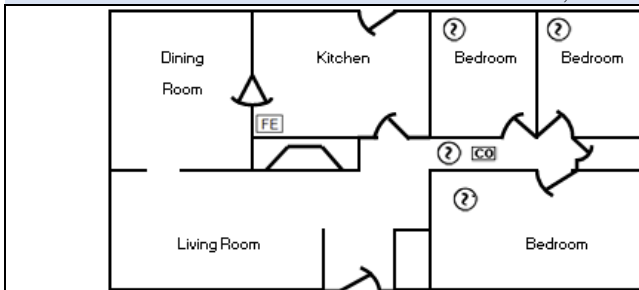


Figure 1: A smoke alarms shall be located between the sleeping area and the rest of the dwelling unit and in each bedroom.

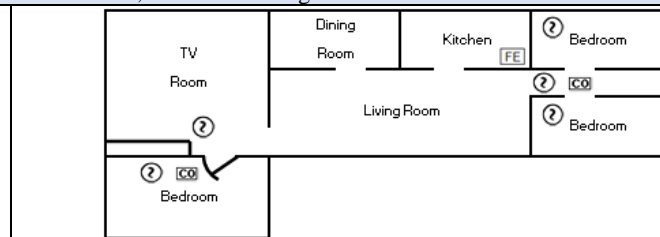


Figure 2: In dwelling units with more than one sleeping area, a smoke alarm shall be provided to protect each sleeping area in addition to the alarms required in the bedrooms.

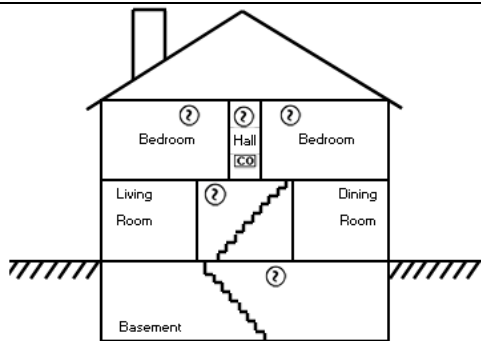


Figure 3: A smoke alarms shall be located on each story.

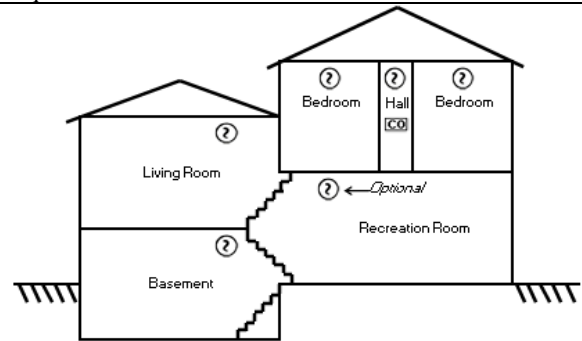


Figure 4: A typical split level arrangement.

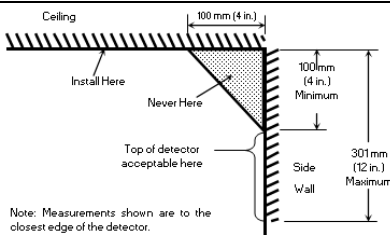


Figure 5: Proper mounting of smoke alarms.

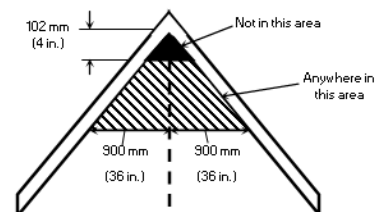


Figure 6: Proper mounting of smoke alarms on peaked ceilings.