

# CERTIFICATE OF OCCUPANCY CHECKLIST

2/13/2024

## BOROUGH OF MANASQUAN PROPERTY MAINTENANCE CODE ORD.

Frank F. DiRoma    Kayla Barkalow

732 223-0544 ext.242

ITEM	PASS	FAIL		ITEM	PASS	FAIL	
1			<b>EXTERIOR SANITATION</b>	39			Sump pumps <b>can not</b> drain into sewer
2			Grading & drainage (no standing water)	40			Sump pumps <b>can not</b> drain into street
3			Driveways to be defined, maintained	41			Windowless bathrms. Req exhaust fans
4			Sidewalks free of tripping hazards	42			All bedrms. Require min. (2) outlets
5			Infestation of insects or rodents	43			<b>Bedrooms Occupancy</b>
6			Siding & roofing damaged or missing				60 sq.ft. (1) Occupant
7			Paint peeling or bare wood/metal				80 sq.ft. (2) Occupants
8			Windows operable, broken				120 sq.ft. (3) Occupants
9			Window screens no holes or tears				150 sq.ft. (4) Occupants
10			House address numbers 4" high	44			Sleeping rms. Shall not constitute the only
11			Handrails graspable 1"-2" dia. 4+ risers				means of access to other sleeping rooms or
12			Guard rails gaps no more than 4"				habitable spaces
13			Foundation no structural damage	45			Beds are <u>NOT</u> permitted in Kit/Lv. Areas
14			Tall grass and weeds	46			Bedrm. Doors must be min. 28"w 6'-6"ht
15			Flue pipes for Heat/water heater must be properly vented to exterior	47			Bedrm. Egress window min. opening ht. 24" & width 20" or greater
16			Water meter reader mounted exterior	48			Bedrm. Egress window sill ht max 44"ht.
17			Gas meters along driveway protected	49			Bedroom egress door blocked
18			Maintain exterior property	50			Basements/Attics clean no debris
19			<b>INTERIOR</b> must be clean	51			Close in Stair Risers
20			Smoke detector 10yr. Sealed battery	52			Decks and Porches structurally sound
21			Carbon Monoxide Detector -Bedroom level	53			All utilities must be operable
22			Kitchen stoves must be tip proof & <b>clean</b>	54			No open electrical boxes or plates
23			GFI outlets in all wet areas,Kit, bath,exterior	55			Lighting fixtures, globes in place
24			Fire Ext. <b>mounted</b> within 10' of kitchen. 10lb extinguisher model 2A:10B:C with hose	56			All fences and accessory structures must be structurally sound and maintained
25			Sinks & vanities free of cracks	57			Gas dryer prohibited in bath & bedrms.
26			All Plumbing Fixtures in working order	58			Clothes Dryers vented to the exterior
27			Hot/cold water, no leaks no dripping	59			All Appliances no visible rust
28			Broken cabinets or vanities	60			No visible rust on vents & baseboards
29			Water stains & holes on walls or ceiling	61			Fascia & Rake Boards secured & painted
30			Broken doors and working door knobs	62			Gutters to be operational and secured
31			Broken or torn furniture	63			All open permits must be closed out
32			Rotting floors, torn or stained carpet	64			No boats, trailers, or RV's in driveway, front or side yard
33			Mattresses must be clean & not torn	65			Sanitary sewer caps on clean outs,
34			Interior walls clean and painted	66			Trash/Recycling cans labeled house #
35			Basement stairs handrails & guardrails	67			Trash/Recycling cans must have lid
36			Water heater relief valve aim towards ground to within 6"	68			Garage ceiling must have min. (2) 5/8" fire code sheetrock, wall must have 1 layer and all penetrations must be fire caulked
37			No Extension cords or wiring				
38			No Exposed tripping hazards				