



59 South White Horse Pike
Berlin, New Jersey 08009

PREPARING FOR YOUR CCO

Below is basic list of items that will be checked at the time of inspection:

1. Trash and debris interior and exterior
2. Walkway to the structure cannot be lifted or have a tripping hazard
3. Dwelling must have a visible address number/ unit number
4. Exterior and Interior steps with more than four (4) risers require a graspable handrail
5. Open stairs require guardrails on both sides
6. Operable windows and doors
7. Check for pest or rodent infestation
8. All bedrooms must have proper egress windows/doors
9. Bathrooms must have either a window or proper mechanical ventilation system.
10. Clothes dryers must be hard piped to the outside
11. Water heaters must have a discharge pipe between 2-6 inches from the floor
12. All mechanical equipment must be free of combustibles
13. Each level of the dwelling must have an operable smoke detector with 10- year sealed battery unless they are hard wired.
14. Carbon Monoxide Detectors within 10 feet of every bedroom
15. Portable Fire Extinguisher minimum of 2 ½ lb. (2A:10 BC minimum rating) Must be within 10 feet of kitchen/cooking area
16. Wood and metal surfaces should be clear of deterioration/ rust
17. Interior and Exterior walls should be free of any holes, breaks, cracks
18. Gutters and downspouts must be clear of debris and in good condition
19. Accessory structures such as fences, garages, pools, decks must be in good/safe condition. Pools must maintain the proper pool barrier with self -closing/self-latching gate.
20. All windows should be free of breaks or cracks

**** NOTE**** Please be advised that this office does research construction permits

If it is found that work was performed with no permits, no CO will be issued until the proper documentation is submitted per UCC Bulletin 06-1, and non-destructive inspections take place.