



59 South White Horse Pike
Berlin, New Jersey 08009

Preparing for Your Certificate of Continued Occupancy (CCO)

Below is a checklist of items to ensure readiness for inspection:

1. **Trash & Debris:** Must be cleared from both interior and exterior areas.
2. **Walkways:** Ensure walkways are level and free of tripping hazards.
3. **Visible Address Number:** Dwelling must display a 4-inch address/unit number in contrasting color, visible from the street.
4. **Handrails:** Steps with more than four risers require a graspable handrail; open stairs need guardrails on both sides.
5. **Windows & Doors:** Must be operable and in good condition.
6. **Pest Control:** Ensure the property is free of pest or rodent infestation.
7. **Bedroom Egress:** All bedrooms must have appropriate egress windows or doors.
8. **Bathroom Ventilation:** Bathrooms require either a window or mechanical ventilation system.
9. **Clothes Dryers:** Vent must be hard piped to the exterior.
10. **Water Heater Safety:** Install a discharge pipe extending 2–6 inches from the floor.
11. **Mechanical Equipment:** Keep equipment clear of combustible materials.
12. **Smoke Detectors:**
 - Must be operational on every level of the dwelling.
 - Smoke detectors cannot be over 10 years old
 - Battery-operated detectors must be 10-year sealed battery types.
 - Electric detectors must be interconnected and cannot be replaced with battery-operated types.
 - Fire alarm systems (if present) must be tested by a certified technician and provide a copy of the report.
13. **Carbon Monoxide Detectors:** Install within 10 feet of each bedroom.
14. **Surface Integrity:** Wood and metal surfaces must be free of deterioration or rust.
15. **Walls:** Interior and exterior walls should be intact, without holes, breaks, or cracks.
16. **Gutters & Downspouts:** Must be clean and in good working condition.
17. **Accessory Structures:** Fences, garages, pools, and decks must be safe and maintained. Pools require compliant barriers with self-closing, self-latching gates.
18. **Windows:** Ensure all windows are free of cracks or breaks.
19. **Interior Door Locks:** Must have thumb-latch turn-style locks.
20. **Wood-Burning Appliances:** Must obtain a certificate proving good working condition for any wood-burning fireplace or stove.

Important Note: This office reviews construction permits. If unpermitted work is discovered, the CCO will not be issued until proper documentation is provided under UCC Bulletin 06-1, and non-destructive inspections are completed.