

**TOWNSHIP OF LAWRENCE
HOUSING CODE CERTIFICATE**

PRE-INSPECTION CHECKLIST

Housing Code Certificates must be obtained by the owner of any dwelling or dwelling unit when a transfer of title or change of occupancy occurs.

A Township Housing Inspector will issue a Housing Code Certificate after an inspection certifies that such dwelling or dwelling unit complies with the standards of the township housing code.

The following list provides homeowners with a general guideline of the housing code requirements:

EXTERIOR OF PROPERTY

- All fences/gates, sheds and outbuildings must be in good repair.
- All sidewalks, driveways and aprons must be in good condition.
- Garage doors must work freely.
- All porches, balconies, etc. thirty (30) inches above the ground require railings.
- All stairways having three or more steps require handrails. (A step is determined by its riser; therefore three (3) risers or more require a handrail.
- Grass, brush and weeds shall be no higher than ten (10) inches.
- All fire wood must be stacked 12” off of the ground.

EXTERIOR OF HOUSE

- Approval is needed for any alteration to the electric or plumbing.
- All sliding doors and screen attachments must open freely.
- Remove all rubbish and debris from around the structure.
- Make sure foundation is moisture proof. Cellars and basements are to be dry. Correct any moisture problems.
- All exterior surfaces of the structure should be in good repair. Repair, remove, or paint all cracked, chipped, and peeling paint and rotted wood.
- There should be no torn or ripped screens. They can be removed if air conditioning is present.
- The roof should be in good repair; showing no signs of leaks or deterioration.
- All leaders and gutters should be securely fastened and in good repair.
- All exterior doors and windows shall be reasonably weather tight, water tight, and open and close easily.
- Glass windows must be free of cracks.
- All thermo pane windows and doors must not have broken seals (moisture).
- Every roof, roof gutter, flashing, rain conductor and roof cornice shall be in good repair.
- All fences shall be maintained in good repair, no broken posts, broken supporting members nor have holes or voids in the fence. No peeling or chipped paint surfaces.

INTERIOR OF DWELLING

- There should be no cracked or broken windows.
- All bathrooms not having a window must have exhaust fan.
- Handrails are needed on stairs with three (3) or more steps. This includes stairwells to basements and attics.
- All interior walls and ceilings must be free of cracks, holes, voids and properly painted, wallpapered or paneled. No holes, large cracks, peeling paint or paper. In a rental unit, they must be clean.
- All flooring shall be in good repair – no cracked or missing tiles.
- Carpets shall be clean and in good repair in rental units.
- All doors and windows are to open freely from the inside.
- An operable smoke detector is required in every residence, within ten feet of any sleeping area. ***(See last page).**
- An operable carbon monoxide detector is required outside the sleeping area in multiple dwelling units (such as condominiums, town houses, and apartments) as well as in single family dwellings that are being sold.
- Dryer vents must be aluminum flex instead of plastic.

HEATING

- Furnace or heat source to be in good working order and comply with the required codes. All furnaces and hot water heaters are to be connected to an approved chimney.
- Recent furnace inspection report may be required.
- Chimneys shall be well constructed and in good repair.

ELECTRIC SERVICES

- GFI outlets are **MANDATORY** within 6 feet of a wet bar sink, or kitchen and bathroom sinks, exterior outlets where there is direct grade level access to the receptacles, crawl spaces at or below grade level and in unfinished basements.
- Every room used for living, sleeping, cooking, or eating purposes should have two (2) electrical outlets. A ceiling or wall fixture can be considered as one of these. Extension cords do not qualify.
- Electrical fixtures and outlets must be properly wired and maintained. No exposed wiring, broken light covers or improperly wired electrical outlets.
- Safety plates or covers are needed for all receptacles and wall switches.
- Garage door openers must have their own outlet – **no extension cords.**

PLUMBING

- Sump Pumps are not permitted to be connected into the sewer lines.
- Provide a safe and potable water supply. When a well is used as a source of potable water, a test must be conducted on the water by a certified laboratory, which will draw the water sample themselves. The water must be tested for bacteriological, pH, iron, manganese, and nitrate levels.
- Hot and cold running water must be provided.

Plumbing (cont'd)

- All bathroom fixtures and ceramic tile walls must be properly caulked and/or grouted to eliminate any voids or cracks.
- Plumbing fixtures and floors, walls and ceilings in bathroom and kitchen must be kept sanitary.
- All plumbing fixtures must function properly and be connected to a public sewer or properly functioning septic system.
- Garbage disposals are allowed if dwelling is connected to public sewer. If dwelling is connected to a septic system, then system needs to be tested to see if it can adequately handle the disposal.
- The toilet must be securely anchored to the floor.
- Plumbing fixtures shall not leak.
- Any chipped or cracked bathroom fixtures (e.g. tub, sink, toilet) must be repaired or replaced.

COMPLIANCE WITH ALL OF THESE ITEMS DOES NOT GUARANTEE A HOUSING CODE CERTIFICATE, SINCE THIS IS NOT INTENDED AS A COMPREHENSIVE OR ALL-INCLUSIVE LIST. IT IS MEANT AS A GENERAL OUTLINE ONLY; SPECIFIC DETAILS MAY BE OBTAINED BY CALLING THE HOUSING DEPARTMENT.

PLEASE NOTE: ALL SERVICES TO THE RESIDENCE (I.E., ELECTRICAL, WATER, ETC.) MUST BE ON AT THE TIME OF INSPECTION.

*In addition to the local ordinance regarding smoke detectors, please be advised as follows: on April 9, 1991, Governor Florio signed into law Senate Bill 1968 requiring the installation of at least one (1) smoke detector **on each level** of a dwelling prior to sale, lease or other change of occupancy status. Therefore, a smoke detector must be provided on every level of a dwelling, including the basement.