

# REQUIREMENTS FOR CERTIFICATE OF CONTINUED OCCUPANCY (C.C.O.)

For Resale of ALL Residential Homes



IT IS RECOMMENDED THAT ALL BUYERS PERFORM A PRIVATE HOME INSPECTION  
SINCE THE TOWNSHIP INSPECTIONS ARE SAFETY INSPECTIONS.

FOR QUESTIONS AND SCHEDULING PLEASE CONTACT JENNIFER PARKS

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## **\*\*CHECKLIST FOR C.C.O. INSPECTION\*\***

<b>PERMITS</b>	-All permits must be closed. Please check with the Construction Dept. or call 856-234-9686 -Any work performed without necessary Construction or Zoning permits will require the property owner to apply for and close out the permit(s) before the C.C.O. is issued <small>(Examples: Hot water heaters, furnaces, AC, decks, sheds, fences, finished basements, etc.)</small>
<b>UTILITIES</b>	-All utilities must be on.
<b>EXTERIOR</b>	-House number must be 4 inches high, visible from the street and contrasting color from the house. -Property must be in good condition and free of debris. -Walk ways, patios, deck must be in good conditions without tripping hazardous
<b>DOORS</b>	-All entry doors that have deadbolt locks must have a thumb latch on the inside. - NO DOUBLE KEY DEAD BOLTS OR SLIDE BOLT LOCKS ARE PERMITTED. -All interior doors must be operational with hardware. -Privacy type doorknobs are allowed for bedrooms & bathrooms only (lock must be inside only). -Glass sliding doors must be in working order.
<b>RAILINGS</b>	-Handrails must be firmly fastened. - 4 risers and more require a hand railing.
<b>KITCHEN</b>	-All appliances must be in working order.
<b>BATHROOM</b>	-Sinks, tubs, showers and toilets must be in working order.
<b>FLOORS</b>	-Smooth and free of tripping hazards.
<b>PLUMBING</b>	-Fixtures must be properly installed and in working order.
<b>ELECTRICAL</b>	-GFCI outlets are required within 6ft of <u>ALL SINKS</u> (kitchen sink, bathroom sinks, bars & slop sinks). -Outlets, switches and junction boxes must be properly covered.
<b>GARAGE</b>	-Solid core wood or steel doors with a minimum 20-minute fire rating are required for entrances from the garage. -Electric garage door openers must have their own outlet. No extension cords. -Attic stairs in a garage must be fire rated and have a permit.
<b>WASHER/DRYER</b>	-Washer must discharge into drainage system. -Dryer vents must be flexible metal type, no plastic. The vent must be as straight/short as possible. No looping of the vent allowed.

<b>SUMP PUMP</b>	-Must have its own single outlet (no extension cords). -Pump must discharge to the exterior of the home and not into sewer lines.
<b>POOL</b>	-Pool gates must be self-closing and self-latching. -Pool must be running or closed.
<b>GENERAL</b>	-Any violation found by the inspector that he/she deems a safety issue must be addressed even if it is not on this list.

**\*\*Smoke Certificate required from the Fire Department. Please visit [mlfd.org](http://mlfd.org) to schedule\*\***