

APPLICATION, CHECKLIST  
FOR RESIDENTIAL, RENTAL, RESALE  
CERTIFICATE OF INSPECTION(COI)

**FEE \$250**

**CERTIFICATE OF INSPECTION  
TOWNSHIP OF MILLSTONE  
CONSTRUCTION DEPARTMENT  
470 STAGECOACH RD  
732-917-2953 FAX 609-208-2083**

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ SURVEY \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

ADDRESS OF OWNER \_\_\_\_\_

PHONE # \_\_\_\_\_ APPROX. DATE OF CLOSING: \_\_\_\_\_

PERSON TO CONTACT PHONE # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

AGENT INFORMATION \_\_\_\_\_

**OWNER SIGNATURE** **X** \_\_\_\_\_

**REASON FOR CHANGE OF OCCUPANCY:**

RESIDENTIAL/ COMMERCIAL: RENTAL \_\_\_\_\_ RESALE \_\_\_\_\_

**FOR OFFICE USE ONLY**

**INSPECTION DATE:** \_\_\_\_\_ **[P/F]** \_\_\_\_\_

CN # \_\_\_\_\_ PERMIT # \_\_\_\_\_

DATE PAID \_\_\_\_\_ CHECK \_\_\_\_\_ CREDIT CARD \_\_\_\_\_ OTHER \_\_\_\_\_

FEES RECEIVED BY \_\_\_\_\_

CONSTRUCTION OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

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**COPY OF SURVEY MUST BE INCLUDED WITH ALL APPLICATIONS**

**\*\* ALLOW APPROXIMATELY TWENTY (20) BUSINESS DAYS TO COMPLETE THE CERTIFICATE PROCESS \*\*.**

**MILLSTONE TOWNSHIP FIRE DEPT 609-259-2560:** INSPECTION REQUIRED ON ALL RESIDENTIAL RESALE AND RENTALS. FIRE DEPARTMENT CERTIFICATE IS REQUIRED BEFORE FINAL COI CERTIFICATE IS ISSUED.

**MONMOUTH COUNTY BOARD OF HEALTH:** INSPECTION REQUIRED ON ALL RESIDENTIAL RENTAL PROPERTIES 732-431-7456 X7496 (CHRIS LUBERTO)

**BEFORE RESIDENTIAL PROPERTY IS RENTED, WE MUST HAVE IN OUR FILE, MONMOUTH COUNTY HEALTH DEPARTMENT CERTIFICATE (WELL & SEPTIC APPROVAL) & FIRE DEPT. CERTIFICATE & LANDLORD REGISTRATION. LEAD CERTIFICATE IS REQUIRED IF HOUSE BUILT BEFORE 1978.**  
**NO INSPECTIONS WILL BE SCHEDULED UNLESS ALL ABOVE ITEMS ARE RECEIVED**

HOUSE NUMBERS:	MUST BE 3" REFLECTIVE AND BE POSTED WITHIN 10 FEET FROM ROAD/STREET, WRITTEN WORDS ARE NOT ACCEPTABLE.
STEPS & LANDINGS	OPEN PORTION OF A STAIR, LANDING OR BALCONY WHICH IS MORE THAN 30" (THIRTY INCHES) ABOVE THE FLOOR OR GRADE SHALL HAVE GUARD RAILS. STAIRS MUST BE IN SOUND AND GOOD CONDITION.
RAILINGS	HANDRAILS AND GUARDRAILS SHALL BE FIRMLY FASTENED AND CAPABLE OF SUPPORTING NORMALLY IMPOSED LOADS AND SHALL BE MAINTAINED IN GOOD CONDITION. <b><u>(WHERE REQUIRED)</u></b>
WASHER/DRYER	MUST DISCHARGE INTO A DRAINAGE SYSTEM, NOT ON THE GROUND OR INTO A SUMP PUMP. DRYER MUST BE VENTED TO THE EXTERIOR WITH A METAL PIPE OR FOIL FLEX FROM THE MACHINE.  GARBAGE DISPOSALS NOT ALLOWED.
HVAC UNITS	MUST BE OPERATIONAL AND CONNECTED TO A THERMOSTAT. AREA AROUND UNITS MUST BE FREE AND CLEAR OF STORAGE AND/OR DEBRIS.
GARAGE	DOOR FROM HOUSE TO THE GARAGE MUST BE MAINTAINED IN OPERATIVE CONDITION. <b>THERE MUST NOT BE ANY EXTENSION CORDS HOOKED UP TO THE GARAGE DOOR OPENERS.</b>
FIREPLACE	CHIMNEY CAPS ARE REQUIRED AND FOR ALL WOOD BURNING FIREPLACES, AT LEAST A LEVEL 1 INSPECTION IS REQUIRED BY A CERTIFIED CHIMNEY SWEEP.
ROOF	NO LEAKS, NO MISSING SHINGLES, NO EXCESSIVE CURLING

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STOVE/RANGE	MUST BE OPERATIONAL WITH KNOBS AND HARDWARE
FLOORS	SMOOTH AND FREE OF TRIPPING HAZARDS
PLUMBING	FIXTURES SHALL BE PROPERLY INSTALLED, CONNECTED AND MAINTAINED IN WORKING ORDER. WATER HEATER MUST BE IN WORKING ORDER.
ELECTRICAL	<p>ALL RECEPTACLES (OUTLETS), SWITCHES AND JUNCTION BOXES MUST BE PROPERLY COVERED. EXTENSION CORDS ARE NOT PERMITTED. A CLEAR AND UNOBSTRUCTED PATH TO THE PANEL BOX, OPEN SLOTS MUST BE PROPERLY BLOCKED AND SERVICE CABLE MUST BE IN GOOD CONDITION.</p> <p><b>THERE MUST NOT BE ANY EXTENSION CORDS HOOKED UP TO THE GARAGE DOOR OPENERS.</b></p> <p><b><u>GFI PROTECTION REQUIRED FOR:</u></b></p> <p>ALL KITCHEN COUNTERS <b>GFI</b> - 6' FROM ANY SINK</p> <p>ALL BATHROOMS</p> <p>BASEMENT (UNFINISHED)</p> <p>ALL INCANDESCENT LAMPS IN CLOTHES CLOSETS MUST HAVE SEALED LENSES</p> <p>GARAGE (BELOW 6' 8")</p> <p>EXTERIOR OF BUILDING</p> <p>WHIRLPOOL TUBS &amp; HOT TUBS MUST BE GFI PROTECTED</p>
YARD & PROPERTY	CLEAN AND FREE OF DEBRIS, LAWNS AND LANDSCAPING MAINTAINED.
GENERAL CONDITIONS	WALLS, CEILING, TRIM, PAINT, SIDING AND FENCES MUST BE IN GOOD AND SOUND CONDITION.
FENCE/POOL	<p>IF THERE IS AN INGROUND POOL ON THE PROPERTY THE FENCE MUST MEET POOL CODE. ISPSC SECTION 305 IN THE CODE BOOK. TOP OF FENCE SHALL BE 48 INCHES ABOVE GRADE. VERTICAL CLEARANCE BETWEEN GRADE AND BOTTOM OF FENCE SHALL NOT EXCEED 2 INCHES FROM GRADE OF NON-SOLID SURFACES. (EX. STONE, MULCH) ON SOLID SURFACE SHALL NOT EXCEED 4 INCHES. THE GATES OF POOL AREA MUST OPEN OUTWARD AWAY FROM POOL AND MUST BE SELF CLOSING WITH A SELF LATCHING DEVICE. THE LATCHES MUST BE 54 INCHES ABOVE GRADE AND SHALL REMAIN LOCKED WHEN NOT IN USE.</p>