

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]

WOOD BURNING APPLIANCE REC.

FIRE CERT. REC.

CN # _____ PERMIT # _____

DATE PAID _____ CHECK _____ CREDIT CARD _____ OTHER _____

FEES RECEIVED BY _____

CONSTRUCTION OFFICIAL _____ DATE _____

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**ANY WORK DONE WITHOUT A PERMIT!
PERMITS MUST BE FILED, PICKED UP, INSPECTED, AND
CLOSED BEFORE RESALE INSPECTION APPOINTMENT CAN BE
MADE.**

**** 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

THIS LIST IS NOT ALL INCLUSIVE

HOUSE NUMBERS: MUST BE 4" REFLECTIVE OR CONTRASTED IN COLOR AND BE POSTED WITHIN 10 FEET FROM ROAD/STREET, WRITTEN WORDS ARE NOT ACCEPTABLE.

RAILINGS HANDRAILS AND GUARDRAILS SHALL BE FIRMLY FASTENED AND CAPABLE OF SUPPORTING NORMALLY IMPOSED LOADS AND SHALL BE MAINTAINED IN GOOD CONDITION. **(WHERE REQUIRED)**

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, IN PROPER WORKING ORDER, AND CONNECTED TO A THERMOSTAT. AREAS AROUND UNITS MUST BE FREE AND CLEAR OF STORAGE AND/OR DEBRIS FOR INSPECTION.

GARAGE DOOR FROM HOUSE TO THE GARAGE MUST BE MAINTAINED IN OPERATIVE CONDITION. NO HOLES ARE PERMITTED IN GARAGE TO HOME SHEETROCK. **THERE MUST NOT BE ANY EXTENSION CORDS HOOKED UP TO THE GARAGE DOOR OPENERS.**

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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
STOVE/RANGE	OPERATIONAL WITH ALL HARDWARE AND ANTI TIP DEVICE INSTALLED AND WORKING PROPERLY
FLOORS PLUMBING	SMOOTH AND FREE OF TRIPPING HAZARDS FIXTURES SHALL BE PROPERLY INSTALLED, CONNECTED, AND MAINTAINED IN WORKING ORDER. WATER HEATER MUST BE IN WORKING ORDER.
ELECTRICAL	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. <u>GFI PROTECTION REQUIRED FOR:</u> ALL KITCHEN COUNTERS GFI - 6' FROM ANY SINK OR OPEN WATER, AND IN ALL BATHROOMS ALL INCANDESCENT LAMPS IN CLOTHES CLOSETS MUST HAVE SEALED LENSES GARAGE OUTLETS UNDER 6' 8" HIGH ALL EXTERIOR OUTLETS WHIRLPOOL TUBS & HOT TUBS MUST BE GFI PROTECTED
YARD AND EXTERIOR:	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	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.