



Hamilton Township Department of Inspections

Certificate of Occupancy Inspection

Name

Location

Inspector

Date _____

GENERAL

- STEPS:** In DisRepair Not Secure Stringer Handrails Loose Handrails Missing 2nd set needed in DisRepair
- SCRAPE/PAINT NEEDED:** Walls Trimwork Door Railings Porch

STEPS

Remove Mold from _____

- POST LIGHT FIXTURE:** Inoperable Missing Cover Loose at Base Loose at Top of the Post
 Broken Bulb or Sensor Replace Missing Bulb on Sensor Unable to Test
 Make Operational at Reinspection
- OUTLETS ON POST LIGHT** Inoperable Missing Weather Tight Cover Open Ground
 Reversed Polarity Replace with GFCI Permit Required Replace Painted
- SERVICE/ WEATHERHEAD** Not secure to building Protect load side Replace cable Permit req.
- Gate to pool yard to be self closing, self latching with latch release to be 54' above grade major

EXTERIOR: FRONT

- 3 Inch Address number needed and visible from Street
- SCRAPE/PAINT NEEDED:** Walls Trimwork EntryDoors Storm Door Basement Bilco Door
 Railings Handrails Porch Steps Facia Soffit
- Replace all rotten wood surfaces and paint
- HANDRAIL** Loose Needed on open sides DisRepair Replace Missing second set needed
- GUARDRAIL** Loose Needed on open sides DisRepair Replace Missing second set needed
- DECK** Cracks Crumbling Replace Patch rotten damaged wood in DisRepair Missing Steps Not Secure
 Need Pointing on Bricks
- PORCH** Cracks Crumbling Replace Patch rotten damaged wood in DisRepair Missing Steps Not Secure
 Need Pointing on Bricks
- FOUNDATION** Cracks Crumbling Replace Patch rotten damaged wood in DisRepair Missing Steps Not Secure
 Need Pointing on Bricks
- EXTERIOR WALLS** Wood Vinyl Aluminium Siding Missing Need to be not weather tight
 Free of holes Scraped and Painted Caulk needed around Windows Caulk needed around Doors
- REMOVE:** Blocks Bricks Debris Woody Veg Motor Vehicle Weeds Tree Cut Grass Fence
 Gate in DisRepair Fence in DisRepair Shed Garage Roof in DisRepair
 Scrape/Paint needed Walls Trim Framing Permit Needed
- GUTTERS / DOWNSPOUTS** Clean Out Shoe Missing Rehang Straps Missing
- LIGHT** Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
- SWITCH** Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
- OUTLETS** Inoperable Missing Cover Open ground Rev polar Permit req. or remove Unable to test
 Loose Replace Painted Replace Loose Remove A/C Unit or install new outlet, permit required
 Replacement required, GFCI Remove multi taps Remove extention cords To be flush with wall

ales.

EXTERIOR: SIDE

- SCRAPE/PAINT NEEDED:** Walls Trimwork EntryDoors Storm Door Basement Bilco Door
 Railings Handrails Porch Steps Facia Soffit

Replace all rotten wood surfaces and paint

-
- HANDRAIL** Loose Needed on open sides DisRepair Replace Missing second set needed
 GUARDRAIL Loose Needed on open sides DisRepair Replace Missing second set needed
 DECK Cracks Crumbling Replace Patch rotten damaged wood in DisRepair Missing Steps Not Secure
 Need Pointing on Bricks
 PORCH Cracks Crumbling Replace Patch rotten damaged wood in DisRepair Missing Steps Not Secure
 Need Pointing on Bricks
 FOUNDATION Cracks Crumbling Replace Patch rotten damaged wood in DisRepair Missing Steps Not Secure
 Need Pointing on Bricks
 EXTERIOR WALLS Wood Vinyl Aluminium Siding Missing Need to be not weather tight
 Free of holes Scraped and Painted Caulk needed around Windows Caulk needed around Doors
 REMOVE: Blocks Bricks Debris Woody Veg Motor Vehicle Weeds Tree Cut Grass Fence
 Gate in DisRepair Fence in DisRepair Shed Garage Roof in DisRepair
 Scrape/Paint needed Walls Trim Framing Permit Needed
 GUTTERS / DOWNSPOUTS Clean Out Shoe Missing Rehang Straps Missing
 LIGHT Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
 SWITCH Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
 OUTLETS Inoperable Missing Cover Open ground Rev polar Permit req. or remove Unable to test
 Loose Replace Painted Replace Loose Remove A/C Unit or install new outlet, permit required
 Replacement required, GFCI Remove multi taps Remove extention cords To be flush with wall

EXTERIOR: REAR

- SCRAPE/PAINT NEEDED:** Walls Trimwork EntryDoors Storm Door Basement Bilco Door
 Railings Handrails Porch Steps Facia Soffit

Replace all rotten wood surfaces and paint

-
- HANDRAIL** Loose Needed on open sides DisRepair Replace Missing second set needed
 GUARDRAIL Loose Needed on open sides DisRepair Replace Missing second set needed
 DECK Cracks Crumbling Replace Patch rotten damaged wood in DisRepair Missing Steps Not Secure
 Need Pointing on Bricks
 PORCH Cracks Crumbling Replace Patch rotten damaged wood in DisRepair Missing Steps Not Secure
 Need Pointing on Bricks
 FOUNDATION Cracks Crumbling Replace Patch rotten damaged wood in DisRepair Missing Steps Not Secure
 Need Pointing on Bricks
 EXTERIOR WALLS Wood Vinyl Aluminium Siding Missing Need to be not weather tight
 Free of holes Scraped and Painted Caulk needed around Windows Caulk needed around Doors
 REMOVE: Blocks Bricks Debris Woody Veg Motor Vehicle Weeds Tree Cut Grass Fence
 Gate in DisRepair Fence in DisRepair Shed Garage Roof in DisRepair
 Scrape/Paint needed Walls Trim Framing Permit Needed
 GUTTERS / DOWNSPOUTS Clean Out Shoe Missing Rehang Straps Missing
 LIGHT Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
 SWITCH Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
 OUTLETS Inoperable Missing Cover Open ground Rev polar Permit req. or remove Unable to test
 Loose Replace Painted Replace Loose Remove A/C Unit or install new outlet, permit required
 Replacement required, GFCI Remove multi taps Remove extention cords To be flush with wall

FRONT ENTRANCE / FOYER

- STORM DOOR** Missing Closer Missing Safety Chain Screen Torn Broken Glass
- HANDRAIL** Loose Needed on open sides DisRepair Replace Missing second set needed
- GUARDRAIL** Loose Needed on open sides DisRepair Replace Missing second set needed
- LIGHT** Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
- SWITCH** Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
- OUTLETS** Inoperable Missing Cover Open ground Rev polar Permit req. or remove
- Unable to test Loose Replace Painted Replace Loose Weather tight cover
- Remove A/C Unit or install new outlet, permit required Replacement required, GFCI
- Remove multi taps Remove extension cords To be flush with wall

LIVINGROOM

- WINDOWS** Glass Missing
- LIGHT** Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
- SWITCH** Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
- OUTLETS** Inoperable Missing Cover Open ground Rev polar Permit req. or remove
- Unable to test Replace Painted Replace Loose Floor type Weather tight cover reqd.
- Remove A/C Unit or install new outlet, permit required Replacement required, GFCI
- Remove multi taps Remove extension cords To be flush with wall

DINING ROOM

- WINDOWS** Glass Missing
- LIGHT** Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
- SWITCH** Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
- OUTLETS** Inoperable Missing Cover Open ground Rev polar Permit req. or remove
- Unable to test Loose Replace Painted Replace Loose
- Remove A/C Unit or install new outlet, permit required Replacement required, GFCI
- Remove multi taps Remove extension cords To be flush with wall

DEN

- WINDOWS** Glass Missing
- LIGHT** Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
- SWITCH** Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
- OUTLETS** Inoperable Missing Cover Open ground Rev polar Permit req. or remove
- Unable to test Loose Replace Painted Replace Loose
- Remove A/C Unit or install new outlet, permit required Replacement required, GFCI
- Remove multi taps Remove extension cords To be flush with wall

BEDROOM 1

- WINDOWS** Glass Missing
- LIGHT** Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
- SWITCH** Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
- OUTLETS** Inoperable Missing Cover Open ground Rev polar Permit req. or remove
- Unable to test Loose Replace Painted Replace Loose
- Remove A/C Unit or install new outlet, permit required Replacement required, GFCI
- Remove multi taps Remove extension cords To be flush with wall

BEDROOM 2

- WINDOWS** Glass Missing
- LIGHT** Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
- SWITCH** Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
- OUTLETS** Inoperable Missing Cover Open ground Rev polar Permit req. or remove
- Unable to test Loose Replace Painted Replace Loose
- Remove A/C Unit or install new outlet, permit required Replacement required, GFCI
- Remove multi taps Remove extension cords To be flush with wall

BEDROOM 3

- WINDOWS** Glass Missing
- LIGHT** Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
- SWITCH** Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
- OUTLETS** Inoperable Missing Cover Open ground Rev polar Permit req. or remove
- Unable to test Loose Replace Painted Replace Loose
- Remove A/C Unit or install new outlet, permit required Replacement required, GFCI
- Remove multi taps Remove extension cords To be flush with wall

BEDROOM 4

- WINDOWS** Glass Missing
- LIGHT** Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
- SWITCH** Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
- OUTLETS** Inoperable Missing Cover Open ground Rev polar Permit req. or remove
- Unable to test Loose Replace Painted Replace Loose
- Remove A/C Unit or install new outlet, permit required Replacement required, GFCI
- Remove multi taps Remove extension cords To be flush with wall

BEDROOM 5

- WINDOWS** Glass Missing
- LIGHT** Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
- SWITCH** Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
- OUTLETS** Inoperable Missing Cover Open ground Rev polar Permit req. or remove
- Unable to test Loose Replace Painted Replace Loose
- Remove A/C Unit or install new outlet, permit required Replacement required, GFCI
- Remove multi taps Remove extension cords To be flush with wall

BATHROOM 1

- WINDOWS** Glass Missing
 - FAN** Inoperable Missing, Install W/permit
 - LIGHT** Inoperable Missing Bulb Missing cover Not secure
 - SWITCH** Inoperable Missing Cover To be flush with wall
 - OUTLETS** Inoperable Missing Cover Open ground Rev polar Permit req. or remove
 - Unable to test Replace Painted Replace Loose Replacement Req. GFCI
 - Permit required Remove multi taps Remove extension cords To be flush with wall
 - SINK** Handles loose Handles leak Handles unable to shut off water
 - P Trap leaks replace P Trap flexible, replace W/approval Stopper Inoperable
 - TUB** Handles loose Handles leak Handles unable to shut off water Stopper Inoperable
 - W / C** Loose Leaks Does not Flush Does not fill Does not stop filling
-

KITCHEN

- WINDOWS** Glass Missing
- LIGHT** Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
- SWITCH** Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
- OUTLETS** Inoperable Missing Cover Open ground Rev polar Permit req. or remove
- Unable to test Loose Replace Painted Replace Loose
- Remove A/C Unit or install new outlet permit required Replacement required, GFCI
- Remove multi taps Remove extension cords To be flush with wall
- SINK** Handles loose Handles leak Handles unable to shut off water P Trap leaks replace
- P Trap flexible, replace W/approval Trash Disposal, remove and terminate wire
- MICROWAVE** Exhaust Fan inop Light inop Single type outlet required Permit
-

STAIRWAY TO 2ND FLOOR

- WINDOWS** Glass Missing
- Second Handrail Needed Open Side Not Complete Loose Steps in Direpair Loose Stringer Treds
- LIGHT** Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
- SWITCH** Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
- OUTLETS** Inoperable Missing Cover Open ground Rev polar Permit req. or remove
- Unable to test Loose Replace Painted Replace Loose
- Remove A/C Unit or install new outlet, permit required Replacement required, GFCI
- Remove multi taps Remove extension cords To be flush with wall
-

BATHROOM 2

- WINDOWS** Glass Missing
- FAN** Inoperable Missing, Install W/permit
- LIGHT** Inoperable Missing Bulb Missing cover Not secure
- SWITCH** Inoperable Missing Cover To be flush with wall
- OUTLETS** Inoperable Missing Cover Open ground Rev pol. Permit req. or remove
- Unable to test Replace Painted Replace Loose Replacement Req. GFCI
- Permit required Remove multi taps Remove extension cords To be flush with wall
- SINK** Handles loose Handles leak Handles unable to shut off water
- P Trap leaks replace P Trap flexible, replace W/approval Stopper Inoperable
- TUB** Handles loose Handles leak Handles unable to shut off water
- Stopper Inoperable
- W / C** Loose Leaks Does not Flush Does not fill Does not stop Filling
-

BATHROOM 3

- WINDOWS** Glass Missing
- FAN** Inoperable Missing, Install W/permit
- LIGHT** Inoperable Missing Bulb Missing cover Not secure
- SWITCH** Inoperable Missing Cover To be flush with wall
- OUTLETS** Inoperable Missing Cover Open ground Rev pol. Permit req. or remove
- Unable to test Replace Painted Replace Loose Replacement Req. GFCI
- Permit required Remove multi taps Remove extension cords To be flush with wall
- SINK** Handles loose Handles leak Handles unable to shut off water
- P Trap leaks replace P Trap flexible, replace W/approval Stopper Inoperable
- TUB** Handles loose Handles leak Handles unable to shut off water
- Stopper Inoperable
- W / C** Loose Leaks Does not Flush Does not fill Does not stop Filling

STAIRWAY TO ATTIC

- Second Handrail Needed on open side Handrail not complete Handrail loose Steps in Direpair
- Steps loose Stringer loose Treds loose
- LIGHT** Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
- SWITCH** Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
- OUTLETS** Inoperable Missing Cover Open ground Rev polar Permit req. or remove
- Unable to test Loose Replace Painted Replace Loose
- Remove A/C Unit or install new outlet, permit required Replacement required, GFCI
- Remove multi taps Remove extension cords To be flush with wall

ATTIC

- WINDOWS** Glass Missing
- LIGHT** Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
- SWITCH** Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
- OUTLETS** Inoperable Missing Cover Open ground Rev polar Permit req. or remove
- Unable to test Loose Replace Painted Replace Loose
- Remove A/C Unit or install new outlet, permit required Replacement required, GFCI
- Remove multi taps Remove extension cords To be flush with wall
-

GARAGE

- SINK** Faucet P Trap leaks remove Ele. and disposal repair drain Replace flexible drain line
 Sprayer inoperable
- LIGHT** Inoperable Missing Bulb Cover Not secure Remove fan or install W Permit
 Remove cord conn. Fixtures
- SWITCH** Inoperable Missing Cover To be flush with wall
- OUTLETS** Inoperable Missing Cover Open gr. Rev pol. Permit req. or remove Unable to test
 A/C Unit to be removed A/C Unit to be replaced Replace Painted Replace Loose
 Req. GFCI W Permit Remove multi taps Remove extension cords To be flush with wall
 Garage door opener requires outlet w/permit
-

STAIRWAY TO BASEMENT

- Second Handrail Needed Open Side Not Complete Loose Steps in Direpair Stringer Treds
- LIGHT** Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
- SWITCH** Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
- OUTLETS** Inoperable Missing Cover Open ground Rev polar Permit req. or remove
 Unable to test Loose Replace Painted Replace Loose
 Remove A/C Unit or install new outlet, permit required Replacement required, GFCI
 Remove multi taps Remove extension cords To be flush with wall
-

BASEMENT _____ % finished

- SINK** Faucet P Trap leaks remove Replace Ele. and disposal repair drain
 Replace flexible drain line w/Approval Sprayer inop
- HEATER** In Disrepair Not Sealed to chimney not vented to chim properly
 Not On Need Cert for Extend blow off pipe to 6" above floor
- HWH** In Disrepair Not Sealed Vented to chim properly
 Extend blow off pipe to 6" above floor Not On Need Cert for
- Drip leg needed on gas supply to _____
- Remove Debris Storage supply line leaking Valve leaking Soil line leaking
 Sump pump to be 1 ¼ PVC with check valve to discharge outside Dryer vent pipe not to be PVC type
- LIGHT** Inoperable Missing Bulb Missing Cover Not secure Remove fan or install W/permit
- SWITCH** Inoperable Missing Cover To be flush with wall 3 way switch is inoperable
- OUTLETS** Inoperable Missing Cover Open ground Rev polar Permit req. or remove
 Unable to test Loose Replace Painted Replace Loose
 Remove A/C Unit or install new outlet, permit required Replacement required, GFCI
 Remove multi taps Remove extension cords To be flush with wall
-

SERVICE = MAJOR

- Panel not grounded Label breakers Circuits piggybacked Openings in panel
- 1 pole breaker above main relocate main S type fuses needed Wires missing conn Tenants do not have access
- Rain getting into Replace bring upto 2005 NEC code Permit Required

SMOKES

- INOPERABLE** Basement first floor second floor third floor
- MISSING** Basement first floor second floor third floor
- RELOCATE** Basement first floor second floor third floor
- To be installed within 12" of or on ceiling

CARBONS

- INOPERABLE** Basement first floor second floor third floor
- MISSING** Basement first floor second floor third floor
- RELOCATE** Basement first floor second floor third floor
- To be installed within 10' of sleeping rooms

FIREPLACE

- Damper is Inoperable Needed Cleaning Cert. by Pro Needed Spark arrester needed
- Water supply certification required by a certified Lab, Results to be sent to the Hamilton Dept. Of Health for approval
- Septic certification required by a certified Lab, Results to be sent to the Hamilton Dept. Of Health for approval
- Extermination Req. Infestion Insect Infestion Rodents New owner to reg. as landlord with clerk

NOTES
