

# Hamilton Township Change of Occupancy Checklist

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1. Smoke detectors are required on all levels, including finished attic spaces. Carbon monoxide detector shall be installed within 10ft of sleeping areas.
2. Holes in walls, floors, and ceiling shall be repaired. Bathroom floors and shower stalls shall be substantially watertight. Loose or missing tiles to be replaced and re-grouted.
3. Hot and cold water in kitchens and bathrooms shall operate properly and have shut off valves for each. All sinks shall have approved drain traps.
4. Toilets shall be secured, operate properly and have a shut off valve on the water feed line.
5. Electrical outlets and switches shall be in good working order with proper polarity. Junction boxes shall have proper cover plates. All wire connections shall be boxed, wire nuted with cover plate installed. Wires entering junction boxes shall have proper connectors. Replace all painted outlets.
6. Hot water heater and boilers shall be in good working order. If equipped with temperature and pressure valves (T&P Valves) the discharge shall be piped to within 6in. from the finished floor. Adequate ventilation is required to assure proper combustion. Vent/flue pipes to be properly sealed at chimney connection. Screws and supports on vent pipe if needed.
7. Roof gutters and leaders must be properly installed and in good repair. Roof shall be in good repair with no evidence of leaks. Foundation walls shall be in good repair.
8. Main electrical service line (pipe or cable) shall be properly secured to the structure with approved cable straps or pipe straps. Frayed service cables shall be replaced with permit.
9. Fireplaces/wood stoves shall be properly maintained and in good condition.
10. Double key deadbolt locks are not permitted on exit doors.
11. Sump pumps shall operate properly and shall discharge to the exterior of the structure. Sump pumps shall not be connected to the sanitary sewer line. All pumps shall be plugged directly into an electrical outlet.
12. The use of extension cords to replace permanent wiring is not permitted and is illegal. Garage door openers shall be plugged directly into a power supply without the use of an extension cord.
13. All gas fire equipment (stoves, furnaces, clothes dryers, hot water heaters, etc.) shall be equipped with a shut off valve on each gas supply line.
14. House numbers shall be 3in. minimum height, mounted so as to be visible from curb line.
15. Handrails are required on all stairways and steps with three or more risers. All stairways shall be in good condition.
16. Yard area: grass must be cut and trim, weeds must be cut and removed. Premises shall be free of rodents, insects and offensive odors.
17. All residential properties must have operable kitchens and bathroom in each apartment.

NOTE: THIS IS ONLY A PARTIAL LIST OF POSSIBLE VIOLATIONS TO HELP THE HOMEOWNER.  
OTHER VIOLATIONS MAY BE CITED.