



# Township of Ocean

399 Monmouth Road

Oakhurst, New Jersey 07755

Office: 732-531-5000 Ext 3392 – [oceancode@oceantwp.org](mailto:oceancode@oceantwp.org)

## Continued Certificate of Occupancy Courtesy Checklist

### Exterior of the Structure

1. Any peeling paint, missing siding, or structural deterioration must be repaired/replaced
2. All gutters and leaders must be connected, free from debris, and painted the same color as the house/trim
3. All doors, windows, skylights, and screens must operate as manufactured, and be free of holes/breaks.
4. House number must be at least 4' in height and clearly visible from the street.
5. Accumulation of trash or debris must be properly disposed of per Township Ordinance.
6. Garbage and recycling containers provided by the Township of Ocean must be located at the property.
7. Any grass or obnoxious growth must be maintained per the Township Ordinance of less than 10" in height
8. Stairways, decks, porches, and balconies. Shall be maintained in good repair. Handrails required on all stairs having four risers or if open portion exceeds 30" in height.
9. Pool Enclosures. Private swimming pools, hot tubs and spas, containing water more than 24 inches in depth shall be completely surrounded by a fence or barrier not less than 48 inches in height above the finished grade. All gates in such barriers shall be self-closing and self-latching.
10. All accessory structures on the property, decks, and patios, and must be in a conforming location. Permits may be required if not done so prior to installation.
11. Driveways and interior sidewalks must be in good repair
12. Cracked sidewalks and public access including along the street are the responsibility of the property owner and must be repaired/maintained according to the Municipal Engineer's requirements

### Interior of the Structure

1. All flights of stairs having more than four risers, or more than 30" in height shall have a handrails.
2. All plumbing fixtures must be in good working condition.
3. Any bathrooms without a window must have an exhaust fan that leads to the exterior.
4. No visible holes or cracks in walls, floors, ceilings, doors, or windows.
5. Evidence of leaks or standing water in basement must be repaired/remediated.
6. All outlets and light switches must have proper covers
7. GFCI protected outlets are required for **All** outlets within 6' of water including laundry areas, and exterior of dwelling
8. Infestation. Structures shall be kept free from insect and rodent infestation.
9. Means of egress doors shall be readily openable without the need for keys, special knowledge or effort. Only thumb lock deadbolts are permitted.
10. All bedrooms and closets must have doors – No keyed locks on bedroom doors
11. All cooktops/burners must operate as manufactured – gas burners must not be lit using a lighter or match.
12. Automatic Garage door openers must plug directly into a designated outlet. The use of EXTENSION CORDS are NOT Permitted.
13. Any safety or sanitary condition will be noted, and may require a re-inspection



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### ADDITIONAL INFORMATION:

1. The following will require third party inspection report submitted to housing office for review prior to issuance of certificate: Smoke certification (performed by your fire district), Septic/Well (performed by Monmouth County Health Department), Level 1 Fireplace/Chimney inspection (performed by a licensed chimney sweep company)
2. All utilities must be operating at the time of the inspection...NO EXCEPTIONS otherwise you will be charged an additional \$75.00 fee
3. If the water source is from a well, a report from a certified lab is required. Water must meet the standards set forth by the State of New Jersey Department of Environmental Protection.
4. Before a Certificate of Occupancy is issued, a review for open permits on the premises will be conducted. The pursuit to close out permits are the responsibility of the property owner.
5. Unless paperwork can be provided, garage apartments or 2-family houses are illegal and won't be passed CO inspection.
6. By the issuance of the Certificate of Occupancy, neither the Township of Ocean nor any of its employees or offices assumes any liability, neither expressed nor implied in connections therewith.

\*The Township of Ocean is not responsible for any issues prior, during and after an inspection. Our inspectors are not contractors or engineers and all issues found at a property are at the discretion of the inspector. If deemed necessary, a contractor of a specialty trade may be needed to resolve certain issues and permits may be needed. The above violations meet the standards of the adopted current International Property Maintenance Code