

RESIDENTIAL PROPERTY INSPECTION GUIDESHEET

CITY OF SUMMIT

DEPARTMENT OF COMMUNITY SERVICES

(908) 273-6407
One or Two Family

KEY

PMC	=	Property Maintenance Code	NJHC	=	New Jersey Housing Code
DRO	=	Development Regulations Ordinance (zoning)	SRGO	=	Summit Revised General Ordinances
(*) = a permit may be required; contact Department of Community Services at (908) 273-6408					

1. EXTERIOR

- _____ a. ***Sidewalks in need of replacement at the street, front walk, side, rear [see paint markings].**
Chapter 18-5, S.R.G.O.
- _____ b. **Remove obstructions overhanging/protruding onto City sidewalks.**
Chapter 15-6.1b.1.(b) PMC
- _____ c. ***Curbs-driveway apron in need of replacement [see paint markings].** *Chapter 18-2, S.R.G.O.*
- _____ d. **Remove/re-arrange fencing and/or trim landscaping at the corner of the lot to provide a clear sight triangle [see sketch].** *Chapter 15-6.1b.1.(f) PMC*
- _____ e. **Repair or replace the front entrance steps and/or porch, and/or railings on the front/side/rear.** *Chapter 15-6.1b.1(j) PMC; Section 10.2, NJHC*
- _____ f. **Provide a 48" high fence and/or self-closing and self-latching gate around the swimming pool.**
Chapter 17-5, S.R.G.O.
- _____ g. **Remove the recreational vehicle and/or trailer from the property or store within an enclosed garage.** *Sections 7.15-3 and 5.15-5e, D.R.O.*
- _____ h. **Provide permanent house number at least 3" in height and visible from street.** *Chapter 14-2, S.R.G.O.*
- _____ i. **Construction without a permit:** _____.
- _____ j. **Other:** _____

2. INTERIOR

- _____ a. **Install working smoke detectors outside of each separate sleeping area in the vicinity of the bedrooms (within 10' of bedroom door), and on each level of the house, including the basement, but not in unheated attic [see sketch].** *Section 7.14c, D.R.O.; 15-6.1 PMC*
- _____ b.* **Remove the sump pump discharge from the sanitary sewer and route directly outside.**
Chapter 25-2.4, S.R.G.O.; Chapter 15-6.1b.1(h), PMC
- _____ c.* **Replace the defective flue pipe and cement the chimney connection at the furnace and hot water heater.** *Chapter 15-6.1b.1.(i), PMC*
- _____ d. **Provide handrails, between 34 inches and 38 inches above the stair tread nosing, on at least one side of the stairway(s) at the basement-1st-2nd-3rd floor(s).** *Chapter 15-6.1, PMC.*
- _____ e. **Install a guardrail on the open side of the basement-1st-2nd-3rd floor stairs.**
Chapter 15-6.1, PMC.
- _____ f.* **Correct the building, plumbing, electrical and fire hazards listed below:**
- _____ g. **Correct the zoning violation(s) noted below:**

Residential inspections are conducted only upon receipt of a completed application and payment of the required fee. Appointments are offered for initial inspections on Tuesday and Thursday mornings between 9:00 and 11:30, and Wednesday afternoons between 11:00 and 2:30. All open construction permits must be inspected and closed out prior to issuance of a Zoning Certificate of Occupancy.

Please note important information regarding smoke detectors on the reverse side of this guidesheet. Testing of smoke detectors and a pre-check of the items listed here will ease the process of obtaining your Z.C.O.