



PLEASE COMPLETE TOP PORTION AND RETURN WITH CHECK FOR \$100.00 PAYABLE TO THE BOROUGH OF HELMETTA

BOROUGH OF HELMETTA

51 MAIN STREET, HELMETTA, NEW JERSEY 08828

Code Enforcement Construction Department
(732) 521-4946, Ext. 109
Fax: (732) 521-1263

APPLICATION FOR CERTIFICATE

IDENTIFICATION

Date: _____

Block _____ Lot _____

Street Address _____

Owner in Fee _____

Address _____

Tele. () _____

Selling Price _____

Current Use of Property _____

Proposed Change of Use of Property _____

Closing Date _____

Requested By _____

Owner _____

Agent _____

Signature _____

Certification Expires 90 days after issue date

CERTIFICATE

Date Issued: _____

BOROUGH OF HELMETTA
Construction Department
51 Main Street • Helmetta, New Jersey 08828
(732) 521-4946, Ext. 109

IDENTIFICATION

Block _____ Lot _____

Street Address _____

Building Use _____

Owner in Fee _____

Address _____

Federal Emp. No. _____ Social Security No. _____

Tele. () _____

Agent _____

Address _____

Tele. () _____

This serves notice that based on a general inspection of the visible parts of the building there are no imminent hazards and the building is approved for continued occupancy.

Inspected By _____ Construction Official _____

WHITE COPY: APPLICANT

CANARY COPY: OFFICE



Borough of Helmetta Residential Resale and Rental Inspection Checklist

1. Smoke alarms are required on all levels, including attic spaces and basements. Smoke alarms shall be **10 year sealed battery type** and/or hardwired interconnected type (less than 10 years old). Smoke alarms as well as Carbon Monoxide alarms (less than 7 years old) shall be installed within 10 feet of all sleeping areas. **Additional requirements exist for resale inspections, refer to separate checklist.**
2. All walls, floors, and ceilings shall be in good condition and free of damage and holes.
3. All residential properties and dwelling units shall have operable kitchens and bathrooms: 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. Toilets shall be secured, operate properly and have a shut off valve on the water feed line.
4. All stoves shall have an anti-tipping device installed. The device can be a wall mounted or floor mounted device. These devices are available from online retailers or local hardware stores.
5. All electrical outlets, equipment, junction boxes, shall be in good working order free of damage and have proper cover plates installed. All wire connections shall be boxed, and wire nutted with cover plate installed.
6. Water heaters, boilers, furnaces, and HVAC systems shall be in good working order. Adequate ventilation is required to assure proper combustion. Vent and flue pipes are to be properly sealed at chimney connections. Screws and supports on vent pipe if needed. All devices that have been replaced shall have a construction permit on file.
7. Main electrical service lines (pipe or cable) shall be properly secured to the structure with approved cable straps or pipe straps. All openings in electrical panel boxes must be eliminated with approved breaker filler/cover plates.
8. Fire places/woods stoves and their chimneys shall be properly maintained and in good condition (if applicable).
9. ALL doors shall have proper hardware. All exit doors to the exterior shall be functional and maintained. Double keyed deadbolts are prohibited on exit doors, and instead shall be a thumb-latch type lock.
10. Every window (other than fixed windows) shall operate properly and have all proper hardware installed. All broken window panes and window screens with holes, rips, and tears or are missing shall be repaired.
11. Roof gutters and leaders must be properly installed and in good repair. Roofs shall be in good repair with no evidence of leaks. Foundation walls shall be in good repair.
12. The use of extension cords to replace permanent wiring is prohibited and illegal. Garage door openers, sump pumps, and all appliances shall be plugged directly into a wall outlet without the use of an extension cord, surge protector strip, or multiplug adapter.
13. All open construction permits shall be finalized before a Certificate of Resale / Rental Compliance will be issued.
14. House numbers are required to be installed on the exterior of the structure with a minimum of 4 inch height and must be visible from the curb line.
15. Handrails are required on all stairways and steps with three or more steps/risers. All stairways shall be in good condition.
16. Property maintenance: The lawns, shrubs, and trees on the exterior of the property shall be maintained in a neat and orderly manner. Grass must be cut and trimmed; weeds must be cut and removed; and the property shall be free of excessive storage, rodents, insects, and offensive odors.
17. All swimming pools, in ground or above ground, must have proper protection. All fences must be in good condition, free of damage, holes, or openings. **ALL** gates with access to the pool area must have self-closing and self-latching hardware, and operate smoothly and completely. (Chained gates shall not be an acceptable substitute).

Realtors and Agents shall give a copy of these checklists to the homeowner to ensure compliance at time of inspection