



TOWNSHIP OF JACKSON
DIVISION OF CONSTRUCTION INSPECTIONS
65 DON CONNOR BLVD, JACKSON, NJ 08527
(732) 928-1200 EXT 1253 FAX (732) 928-7861

Steve Scaglione
Housing Inspector
Residential Resale CCO

HOUSING INSPECTION CHECKLIST

GENERAL:

- o ALL UTILITIES shall be turned on and operable. This includes all major appliances.
- o If you have a well, an Ocean Co. Board of Health Certificate is required and is good for 6 months (732) 341-9700.
- o Entrance stairs, platforms, decks and railings shall not be in disrepair. Stairs with 4 or more steps require railings. Double keyed deadbolt locks are prohibited.
- o Smoke Detectors must meet code requirements when structure was built, hardwire and battery backup. Housing units built prior to required code shall have one battery op detector on every level and within 10 ' of all sleeping areas.
- o Carbon Monoxide detector shall be installed outside die sleeping areas on all levels as per manufacturer's specs.
- o Fire extinguisher shall be a minimum 2A:10B:C on site for inspection and left for the new occupant. It must be visible and located near an exit door within 10 feet of the kitchen. Mounting is no longer required.
- o The garage may not communicate to an attic space; it shall be sealed off.
- o Gutters, leaders, splash must be in good condition and clean.
- o House number shall be displayed on home and be at least 3-1/2" in size.
- o Dryers shall be vented only with metal vent connector. Plastic is prohibited.
- o Chimney Certification is required for all solid fuel appliances and is good for 6 months. Coal/Wood/Pellet
- o Outside property must be free and clear of debris
- o All permits must be closed.

BASEMENT:

- o Check the stairs, railings, guards.
- o Check emergency switch for heating units.

GARAGE:

- o Door for garage/dwelling separation shall not be less than a minimum of 1-3/8" solid core door.
- o Overhead garage doors shall be operational.

PLUMBING:

- o Check under all sinks for leaks. Bathrooms shall be operational.
- o Tap water, hot & cold shall be operational. Hot must be located on the left side.
- o Safety valve on the hot water heater shall be present and piped to within 6" of the floor.

ELECTRICAL:

- o All switches and receptacles shall have their cover plates in place.
- o There shall be no open electrical boxes, exposed wiring or slots within a panel box.


MOBILE HOMES:

- o Dwelling shall be tied down in place. Heat tape shall be in good condition.
- o Skirting must be off at heat tape and tieddown locations for inspection.
- o Dryer shall be vented to the exterior of the skirting with metal vent connector only.
- o Safety valve on hot water heater shall terminate through the subfloor.

Date: _____ Inspector _____ Block _____ Lot _____

Address: _____ Ref# _____

Notes on back Yes ___ No ___

	TOWNSHIP OF JACKSON DIVISION OF CONSTRUCTION INSPECTIONS COMMERCIAL CCO INSPECTIONS HOUSING RESALE CCO INSPECTIONS 65 DON CONNOR BLVD. JACKSON, NJ 08527	STEVE SCAGLIONE – Ext. 1253 MICHELLE PRATT – Ext. 1230 HOUSING INSPECTOR RESIDENTIAL RESALE CCO 732-928-1200 732-928-7861 – FAX Page #2
HOUSING RESALE	MAILING ADDRESS: 95 WEST VETERANS HIGHWAY	MAIN NUMBER: 732-928-1200 – EXT. 1205

PAYMENT MUST ACCOMPANY APPLICATION – NO ELECTRONIC PAYMENTS – VOID AFTER 6 MONTHS
APPLICATION FEE AND 1st REINSPECTION IS \$100.00 – EACH REINSPECTION IS \$50.00 AND PAID PRIOR TO

PLEASE PRINT OR TYPE BLOCK: _____ LOT: _____ REFERENCE NUMBER: _____

ADDRESS TO BE INSPECTED: _____ PROPERTY OWNER: _____

ADDRESS OF OWNER IF DIFFERENT: _____ CONTACT NUMBER: _____

COMMUNITY DEVELOPMENT: _____ CONTACT NUMBER: _____

PRINT OWNER/AGENT NAME: _____ SIGNATURE: _____

DATE: _____ AGENT CONTACT NUMBER: _____ FAX NUMBER: _____

TYPE OF WATER SUPPLY: PUBLIC: _____ WELL: _____ REQUIRED; ORIGINAL [WHITE COPY] OF THE WELL WATER CERTIFICATION FROM THE OCEAN COUNTY BOARD OF HEALTH MUST BE SUBMITTED BEFORE THE CONTINUED CERTIFICATE OF OCCUPANCY IS ISSUED.

THIS OFFICE IS NOT RESPONSIBLE FOR THE ACTIONS OF THE PROPERTY OWNER FOR NOT SECURING REQUIRED PERMITS FOR WORK PERFORMED WITHOUT AND, FOR FAILURE TO CLOSE OPEN PERMITS OR VIOLATIONS.

PRIOR TO SCHEDULING A CLOSING DATE, IT IS THE PROPERTY OWNERS RESPONSIBILITY TO RESOLVE SAID INFRACTIONS WHEN FOUND. **NO CCO WILL BE ISSUED WITH ANY OPEN PERMITS OR VIOLATIONS.**

THERE IS A 10-DAY WINDOW FROM THE TIME OF THE INSPECTION TO THE ISSUANCE OF THE CONTINUOUS CERTIFICATE OF OCCUPANCY. **CCO INSPECTIONS ARE ONLY APPROVED FOR SIX (6) MONTHS FROM THE DATE OF APPROVAL/ISSUING.**

AN ADULT OF 18 YEARS OF AGE MUST BE PRESENT IF THERE ARE PERSONAL BELONGINGS WITHIN THE DWELLING.

FOR OFFICE USE ONLY

1. REQUESTED DATE OF INSPECTION: _____ PASSED: _____ REJECTED: _____

2. REQUESTED DATE OF REINSPECTION 1st.: _____ PASSED: _____ REJECTED: _____

3. REQUESTED DATE OF REINSPECTION 2nd. _____ PASSED: _____ REJECTED: _____

PRIVATE WELL/WATER CERT.: _____ ASSOCIATION LETTER: _____ CHIMNEY CERTIFICATION: (Y) ___ (N) ___ (NA) ___

VIOLATION LIST: PROVIDED SHEET #4 TO HOMEOWNER (Y) ___ (N) ___ SHEET #5 ATTACHED (Y) ___ (N) ___

SELLER PAID/CCO: ___ BUYER PAID/CCO: ___ AGENT PAID/CCO: ___ ALL DOCUMENTS SUBMITTED: (Y) ___ (N) ___

1. TYPE OF PAYMENT: CASH ___ CHECK (#) _____ MONEY ORDER (#) _____ RECEIPT (#) _____

2. TYPE OF PAYMENT: CASH ___ CHECK (#) _____ MONEY ORDER (#) _____ RECEIPT (#) _____



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 COMMERCIAL CCO INSPECTIONS
 HOUSING RESALE CCO INSPECTIONS
 65 DON CONNOR BLVD.
 JACKSON, NJ 08527

STEVE SCAGLIONE
 HOUSING INSPECTOR
 RESIDENTIAL RESALE CCO
 732-928-1200 - EXT. 1253
 732-928-7861 - FAX

HOUSING RESALE

MAILING ADDRESS: 95 WEST VETERANS HIGHWAY

MAIN NUMBER: 732-928-1200 - EXT. 1205

VERIFICATION OF OPEN PERMITS & VIOLATIONS

TO BE COMPLETED BY OFFICE STAFF ONLY

DATE: _____

PROPERTY ADDRESS: _____

NEW - BLOCK: _____ LOT: _____ VERIFIED BY: _____

OLD - BLOCK: _____ LOT: _____

OPEN PERMITS: YES: _____ NO: _____

1. PERMIT #: _____

2. PERMIT #: _____

3. PERMIT #: _____

OPEN VIOLATIONS: YES: _____ NO: _____

1. VIOLATION #: _____

2. VIOLATION #: _____

3. VIOLATION #: _____

ANY ATTEMPT TO ALTER THIS DOCUMENT IS A VIOLATION OF 2C:21-1, A CRIMINAL OFFENSE WHICH COULD RESULT IN 18 MONTHS IN PRISON AND/OR UP TO A \$10,000.00 FINE



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