



34 Sherman Avenue
East Newark, New Jersey 07029
Phone: (973) 481-2902
Fax: (973) 481-0627
www.boroughofeastnewark.com

Borough of East Newark

CERTIFICATE OF CONTINUED OCCUPANCY CHECK LIST

- Smoke & Carbon Monoxide Detectors** – Required by the State of New Jersey to be located within 10 feet on the outside of each bedroom door. Best location for installation is on the ceiling, although the wall is allowable. The usual placement in the basement and first floor is within three feet of the opening of the stairway on the ceiling.
- Fire Extinguisher** – Required by the State of New Jersey. Portable Fire Extinguisher must be mounted within a 10 ft area of each kitchen in path of egress. The size shall be no smaller than 2A:10B:C rated for residential use and weigh no more than 10lbs.
- Electrical Covers** – Proper electrical device covers are needed on all electrical switches, outlets and junction boxes.
- Extension/Zip Covers** – These items are for temporary use only and are not permitted. They cannot pass through a wall or floor. They are commonly found stapled to the baseboards of older homes. Remember to unplug or shut off the power source before attempting to remove them.
- Handrails** – Every interior or exterior flight of stairs (including decks) that has more than three risers requires a handrail. The handrail must be able to be gripped by children as well as adults and not wider than 2 5/8”.
- Pressure Relief Discharge Pipe** – The pressure relief discharge pipe is needed on heating units and water heaters, it can not be reduced to from (3/4 to 1/2 inch) pipe and should discharge around six to eight inches off the floor. Yes a permit is needed to replace the water heater.
- Faucets & Toilets** – Shall be installed and maintained in good working order.
- Garages (attached or inside the house)** – The fire resistive rating at the time of construction must be maintained. All holes made during repairs to plumbing or for electrical wiring must be properly patched. Any door leading to the dwelling must have the same fire rating as garage and equipped with a listed self-closing device capable of closing the door.
- Door Locks** – All exit doors shall be readily openable from the side from which the egress is to be made without the need for keys, special knowledge or effort. Double cylinder dead bolt locks are not permitted.
- Gas Piping** – Must be properly strapped with shut off valves near appliance. If the appliance is removed the gas pipe must be capped. Aluminum gas piping is not permitted.
- Glass** – Any broken, cracked or missing glazing must be replaced.
- Railings** – Required to prevent falls when elevation changes are 30 inches or greater. Provide for opening by stairways.

- **Sidewalks, Stairs, Driveways and Walkways** – Shall be kept in good state of repair and maintained free from hazardous conditions. Repairs are ok if tripping hazards are not created.
- **Combustibles** – Clearance required in space around fuel burning appliances. Follow manufacturer requirements.
- **Street Numbers** – Numbers should be visible and should have ½ inch stroke a minimum of 2 ½ inches in height with visibility from street.
- **Accessories** – Garages, fences, sheds and walls must be kept in good state of repair and maintained.
- **Interior Surfaces** – Cracked, loose or missing plaster, peeling paint, uneven or defective floor surfaces should be repaired and replaced.
- **Roofs, Leader Pipe & Water Runoff** – The roof shall be sound, tight and not have defects that admit rain. The leader pipes should terminate at the ground and discharge the water away from your foundation and not into the adjacent property.
- **Exterior Walls & Trip Features** – Must be maintained weatherproof and properly surface coated (painted).
- **Oil Tanks** – If you converted to gas, the oil tank must be properly abandoned with building permit and proper inspection.

Permits are required to remodel your kitchen and/or bathroom.

The intended use of some areas such as an attic or basement were not designed to be used as habitable space. State building codes dictate certain safety requirements that must be installed or altered for adding living space.

The above checklist items are not intended to be all-inclusive, but are only a guide to assist you with the most frequently found violations during Certificate of Occupancy inspections.

It is recommended that the Certificate of Occupancy Inspection be conducted as soon as your sales contract is signed. You may print your application online www.boroughofeastnewark.com or visit our Building Department during their normal business hours (Tuesday & Thursday 5pm-7pm). CCO inspections may be subject to inspections by the East Newark Fire Prevention Bureau.