

Borough of Beachwood

Building Dept

1600 Pinewald Road
Beachwood, NJ 08722

WWW.BEACHWOODUSA.COM 732-286-6000 X218
732-505-6173 facsimile

ENCLOSED PLEASE FIND ALL PAPERWORK NEEDED TO APPLY FOR A RESALE OR RENTAL C/O

PLEASE NOTE RENTAL INSPECTIONS ARE DONE ANNUALLY AND/OR WITH A CHANGE OF TENNANT.

SMOKE DETECTOR, CARBON MONOXIDE, FIRE EXTINGUISHER INSPECTION IS \$30.00 C/O INSPECTION IS \$50.00. BOTH INSPECTIONS ARE DONE AT THE SAME TIME.

PAYMENT MUST BE MADE AT THE TIME OF SCHEDULING; YOU MAY ISSUE ONE CHECK PAYABLE TO THE BOROUGH OF BEACHWOOD FOR \$80.00.

PLEASE BE ADVISED IF YOU HAVE ANY OPEN PERMITS OR WORK THAT HAS BEEN DONE TO YOUR HOME WITHOUT OBTAINING PERMITS (EITHER BY YOU OR PREVIOUS OWNER) YOU WILL NOT PASS THE INSPECTION. PLEASE OBTAIN PROPER PERMITS BEFORE INSPECTION TO AVOID DELAYS

YOU WILL ALSO FIND A LANDLORD REGISTRATION FORM. (FOR RENTALS ONLY) PLEASE BE SURE TO FILL IN BOTH SIDES AND SIGN. YOU SHOULD RETAIN A COPY FOR YOUR RECORDS. THERE IS NO COST IN REGISTERING, HOWEVER, IT IS REQUIRED.

PLEASE ALSO BE ADVISED A FURNACE CERTIFICATION BY A LICENSED HVAC CONTRACTOR/PLUMBER MUST BE TURNED IN WITH YOUR ANNUAL RENTAL PERMIT OR RESALE C/O

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CALL (732)-286-6000 EXT. 218

CHECKLIST FOR RESIDENTIAL C.C.O.

4" HOUSE NUMBERS	Must be posted on front of the house and visible from the street, written words are not acceptable.
STEPS & LANDINGS	Porches, balconies or raised floor surfaces located more than 30" (thirty inches) above the floor or grade shall have guards not less than 36" (thirty-six inches). Stairs must be in sound and good condition.
RAILINGS	Handrails shall be provided on at least one side of stairways of three or more risers. Handrails not less than 30" or more than 38" shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition
WINDOWS	All must have screens, no broken or cracked glazing. They shall be capable of being easily opened, held in position by window hardware and locked.
WASHER/DRYER	Must discharge into a drainage system, not on the ground or into a sump pump. Dryer must be vented to the exterior with a metal pipe or foil flex from the machine.
DOORS	All interior doors must be operational with hardware. Front door must have a thumb latch lock from the interior, keyed cylinders from the interior are not allowed.
HEATING UNIT	Certification required by licensed Plumber or H.V.A.C. specialist. Must be operational and connected to a thermostat. Area around furnace must be free and clear of storage and/or debris.
SOLID FUEL-BURNING FIREPLACES	Proof of chimney maintenance.
GARAGE	No extension cords on door opener. Door from house to the garage must be maintained in operative condition

CHECKLIST FOR RESIDENTIAL C.C.O. (CON'T)

ROOF	No leaks, no missing shingles, no excessive curling.
STOVE/RANGE	Must be operational with knobs and hardware.
FLOORS	Smooth and free of tripping hazards.
PLUMBING	Fixtures shall be properly installed, connected and maintained in working order.
ELECTRICAL	All receptacles (outlets), switches and junction boxes must be properly covered. Extension cords are not permitted. A clear and unobstructed path to the panel box, open slots must be properly blocked.
YARD & PROPERTY	Clean and free of debris, lawns and landscaping maintained.
GENERAL CONDITIONS	Walls, ceiling, trim, paint, siding, and/or fences must be in good and sound condition.

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****ANY OPEN PERMITS MUST BE FINIALIZED PRIOR TO C.C.O. INSPECTION****

****PERMITS AND APPROVALS REQUIRED FOR ANY WORK DONE WITHOUT OBTAINING A PERMIT****

***FENCE*POOL*SHED*HOT TUB/SPA*FINISHED BASEMENT*ADDITION*GARAGE
CONVERSION*DECKS*PATIO*SAND BASED PAVERS*HOT WATER
HEATER*FURNACE*SPRINKLERS*GAZEBO*RE-ROOF/RE-SIDE*ETC.***

This list is provided to assist you in the inspection process, the inspector may require additional deficiencies corrected. Please have all the above completed for the inspection to avoid delays in the issuance of a certificate of continued occupancy.