

## COMMERCIAL PROPERTY CCO CHECKLIST – RENTAL/SALES

### INTERIOR:

1. All window/door glazing must be intact (no cracks or broken glass).
- 2.\* Hot and cold running water is required.
- 3.\* A bathroom is required to have a window which opens or mechanical ventilation.
- 4.\* All bathroom fixtures shall be clean and operational.
- 5.\* Adequate heating for all rooms is required.
- 6.\* Electrical wiring shall not be bare or exposed in any manner, and outlets require covers.
- 7.\* Electrical junction boxes shall be covered.
- 8.\* GFI outlets are required in bathrooms when an outlet is provided.
- 9.\* Handrails/Guardrails: Every flight of stairs which has three or more risers, interior/exterior, shall have handrails which shall be located as required by building codes and every open portion of a stair, porch, landing and balcony which is more than thirty (30) inches above the floor or grade below shall have guardrails. Every guardrail and handrail shall be firmly fastened and capable of bearing normally imposed loads and shall be maintained in good condition.

Maximum measurement between spindles or balusters is four (4) inches, meaning stairway guardrails are required on both sides, or solid wall or no opening larger than four (4) inches to prevent falling through sides of stairway.

Stairway widths under 44 in. require one (1) handrail. Stairway widths over 44 in. require two (2) handrails (one each side).

A Building Permit is required for replacement, repair, and new installation of guard or handrails. Due to new handrail design requirements, a building permit will insure requirements are fulfilled properly. All interior handrails shall be round stock, minimum 1 ¼ in., maximum 2 ¼ in. diameter.

### EXTERIOR:

- 10.\* Sidewalks/driveways/steps/parking areas shall be in good repair.
- 11.\* Surrounding area shall be free of debris, weeds, and other plant growth.
12. All exterior surfaces shall be in good repair and maintained.

13. Basements/cellars/crawl spaces shall be reasonably free from excessive dampness.
14. \* All canopies, marquees, signs, metal awnings, stairways, fire escapes, standpipes, exhaust ducts and similar overhang extensions shall be maintained in good repair, and be properly anchored so as to be kept in a safe and sound condition. They shall be protected from the elements and against decay and rust by the periodic application of a weather-coating material such as paint or other protective treatment.
15. Procurement of the Certificate of Occupancy shall be the owner's responsibility prior to allowing a prospective tenant to occupy tenant space.
16. Zoning approval, a completed CCO application and the proper inspection fee must be obtained, prior to scheduling an inspection.(CCO fees are listed at the bottom of the application)

Any starred (\*) items failing inspection must be corrected and a \$50.00 re-inspection fee will be required.

In order to avoid a re-inspection fee for a "no show" and to facilitate inspections, it is suggested that you leave a key here, and/or leave the door open.

There is a minimum of seventy-two (72) hours' lead time needed for inspections, excluding Saturdays, Sundays, and Holidays.

Any questions, contact the Code Enforcement Office for further assistance at 732-462-4903.