



*City Of Perth Amboy*

*Department of Code Enforcement*

*Jaime Rios, Director*

**CODE ENFORCEMENT CHECK LIST FOR INSPECTION**

*Please note that this is only a guide.*

**EXTERIOR CHECK**

1. No flaking or peeling paint
2. Must have street numbers: minimum of 3"
3. Foundations and exterior wall: no holes or cracks
4. All trim in good condition
5. Chimneys and towers in good repair
6. Windows free of breaks, cracks or holes
7. Oil tanks not in use must be removed or filled in accordance with the Code; must obtain permit.
8. Handrail and guards are tight and in good repair
9. All sidewalks and steps should be free of cracks and holes, hazardous conditions
10. All open permits must have completed, final approval.
- 10a . All exterior outlets shall be G.F.I. Permit required

**INTERIOR CHECK**

11. No cracks in door jambs
12. All walls must have cracks filled, sanded (to uniform walls)
13. All trim must be painted
14. Flaking paint must be scraped and repainted
15. Windows must be operable and must stay in position when opened and contain window locks
16. Radiators and exposed pipes must be clean and safe
17. Carpeting must be clean and free of tears
18. If unit is paneled, all paneling must be secured to walls, not loose
19. Any tiles in drop ceiling which are stained or missing, must be replaced
20. All electrical wall and ceiling fixtures must have globes
21. Ground fault interrupters (GFI) must be installed in kitchens, baths and laundry rooms (within 6' of any water)
22. All electrical outlets and switches must have covers
23. All furnaces must have an emergency shut off marked with a red cover
24. All floors must be uniform (stained, painted or covering)
25. Bath and kitchen must have non-porous floor covering (tile or linoleum, etc)
26. All utilities must be clean and in working order (i.e., sinks, stoves, bathtubs)
27. All plumbing fixtures must be operable
28. All windows and doors must be weather tight.
29. All handrails must be secure; no broken or missing spindles
30. Door connecting garage to living space must be fire rated
31. All flue connections should be tight and sealed
32. Water heaters must have a pressure relief valve with an extension tube extended to within 6' of the floor

33. Furnace should be in safe working condition
34. A smoke detector must be installed on each level of unit. If bedroom is off kitchen, a photo type detector is required in the kitchen
35. Carbon monoxide detectors must be installed outside of the bedrooms. Bathrooms and bedrooms must have doors.
- 35 A. An ABC fire extinguisher shall be properly mounted within 10 Ft. of kitchen.
36. All kitchen and bath cabinets must be secured to walls and have a means to open and close (handles)
37. Units must be free of infestation
38. Units must be clean throughout and ready for occupancy.
39. Fireplaces and wood burning stoves must be certified to their condition by a certified chimney sweep
40. All open permits must have a completed, passed inspection on file
41. No keyed locks or deadbolts are permitted on interior doors.

*Avoid a \$25.00 re-inspection fee. Correct any deficiencies before the inspectors make their inspection.*

***A NOTERIZED LETTER MUST BE PROVIDED STATING THAT ATTIC, BASEMENT, GARAGE IF APPLICABLE WILL NOT BE USED AS SLEEPING ROOMS OR AS A RENTAL UNIT(S)***

*If a temporary 45 day certificate of code compliance is being requested, a notarized letter must be provided by BUYER stating that buyer is assuming any/all responsibilities to correct any/all violations found. Also note that a temporary certificate will not be issued with any fire violations.*



# City of Perth Amboy

Wilda Diaz, Mayor

## DEPARTMENT OF CODE ENFORCEMENT CERTIFICATE OF CODE COMPLIANCE APPLICATION

Jamie Rios, Director

\* Note: All information must be provided or application Cannot be processed

If no violation exist a permanent Certificate of Code Compliance can be issued within (7) to (10) business days.

### Property to be Inspected

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

Is this property a:  One Family  Two Family  Three Family  Other: \_\_\_\_\_ Family

Is this property a Commercial:  Yes  No

Present Commercial Use: \_\_\_\_\_

Will the present use Continue:  Yes  No

If the answer is No. Please describe proposed use: \_\_\_\_\_

Is this property for:  Sale  Lease

### Owner's Information

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Purchaser or Tenant

Purchaser or Tenant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Official use Only

Zone: \_\_\_\_\_ Approved Use: \_\_\_\_\_ Prior Cert. # \_\_\_\_\_ Date Issued: \_\_\_\_\_

Tax Review: 1960 \_\_\_\_\_ 1970 \_\_\_\_\_ 1990 \_\_\_\_\_ 2006 \_\_\_\_\_ Received by: \_\_\_\_\_

Review by: \_\_\_\_\_ Date \_\_\_\_\_

Jamie Rios, Zoning Officer or Lance Nelson, Asst. Zoning Officer



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## EMERGENCY/CONTACT INFORMATION

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR APPLICATION.

### Purchaser's Information Only

BUSINESS NAME: \_\_\_\_\_  
BUSINESS ADDRESS: \_\_\_\_\_  
BUSINESS TELEPHONE NUMBER(S): \_\_\_\_\_  
OWNERS NAME: \_\_\_\_\_  
BUSINESS HOURS: \_\_\_\_\_

#### IN CASE OF EMERGENCY CONTACT THE FOLLOWING:

1. FIRST CONTACT NAME: \_\_\_\_\_  
CONTACT PHONE NUMBER: \_\_\_\_\_  
CONTACT CELL NUMBER: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_

2. SECOND CONTACT NAME: \_\_\_\_\_  
CONTACT PHONE NUMBER: \_\_\_\_\_  
CONTACT CELL NUMBER: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_



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## CERTIFICATE OF APPROVAL

Application Date: \_\_\_\_\_

PURCHASER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ Email: \_\_\_\_\_

ADDRESS OF PREMISES  
TO BE INSPECTED \_\_\_\_\_

BLOCK(S) \_\_\_\_\_ LOT(S) \_\_\_\_\_

SINGLE FAMILY - \$70.00 \_\_\_\_\_ TWO FAMILY - \$100.00 \_\_\_\_\_

FEE COLLECTED BY \_\_\_\_\_

### Official Use Only

\_\_\_\_\_  
FIRE INSPECTOR

\_\_\_\_\_  
INSPECTION DATE

THIS IS TO CERTIFY THAT THE ABOVE REFERENCED PREMISES MEETS ALL THE REQUIREMENTS OF CHAPTER 227 OF THE CODE OF THE CITY OF PERTH AMBOY AND THE PREVAILING SECTIONS OF NEW JERSEY UNIFORM FIRE CODE FOR SMOKE DETECTORS NJAC 5:70-9, 907.1, CARBON MONOXIDE DETECTORS NJAC 5:70-2.3, AND FIRE EXTINGUISHERS NJSA 52:27D 198.1.

APPROVAL: SINGLE FAMILY \_\_\_\_\_ TWO FAMILY \_\_\_\_\_

\_\_\_\_\_  
FIRE OFFICIAL

\_\_\_\_\_  
DATE

**FEEES**

SINGLE DWELLING UNIT .....	\$40.00
TWO DWELLING UNIT .....	\$80.00
THREE DWELLING UNIT .....	\$120.00
FOUR DWELLING UNIT .....	\$160.00
FIVE DWELLING UNIT OR MORE .....	\$40.00 / UNIT

Rooming houses, motels and hotels: forty dollars (\$40.) per unit with a minimum fee of two hundred dollars (\$200.00).

**COMMERCIAL AND INDUSTRIAL BUILDING**

2, 500 SQUARE FEET OR LESS .....	\$125.00
2, 500 SQUARE FEET OR MORE .....	\$125.00 plus \$25 per every additional thousand square feet or part thereof

**RE-INSPECTION FEES**

Residential Unit Re-Inspection .....	\$25.00 / UNIT
Common Area Re-Inspection .....	20% of Original Fee

**RE-INSPECTION COMMERCIAL AND INDUSTRIAL BUILDING**

20% of Original Fee

MIXED OCCUPANCY FEES SHALL BE COMPUTED ON THE OCCUPANCY CATEGORIES LISTED ABOVE

ANY CITIZEN HOLDING A SENIOR CITIZEN EXEMPTION UNER N.J.S.A.54: 4-8.40 ET SEQ. SHALL BE EXEMPT FROM THESE FEES (ON THERE CURRANT TAX BILL THERE IS A CODE S, D, R, OR SC, TO SHOW ONE OF THE ABOVE)

**PLEASE SUBMIT CHECKS OR MONEY ORDERS**

**CASH NOT ACCEPTED**

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**