

Borough of Runnemede Code Enforcement Office
24 N. Black Horse Pike
Runnemede, NJ 08078
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Exterior/ Interior Compliance Requirements

Certificate of Continued Occupancy for Commercial or Multi Family sale or Rental for Single/ Duplex dwelling or Apartment.

Exterior-

1. **Visible 911 Identification** – A house address number must be visible from the street. Minimum of 4" in height in Arabic numerals.
2. **Steps** – No cracks or elevations that may cause tripping hazards. All treads and risers shall be equal with an even finish on the entire steps. All risers shall be closed so that a 4inch ball will not penetrate the opening.
3. **Public and Private Sidewalks, Aprons, and Driveways** – Must be level with no elevation or cracks over a ½ inch. Any area that does not comply shall be replaced with a required permit.
4. **Handrails** – Any set of steps with four or more risers must have a graspable handrail on one side. The handrail diameter shall be a minimum of 1 ¼ inch and a maximum of 2 5/8 inch. The height shall be between 30 and 38 inches measured from the nosing of steps. New handrails shall return to the wall or post.
5. **Guardrails** – Required when the height of any porch, landing or set of stairs exceed to inches to the grade below. Guardrails shall not be less than 36 inches and no opening shall permit a 4-inch ball to penetrate the opening.
6. **Obstructions/ Hazards** – The property shall be maintained free and clear of debris and unsafe conditions that could cause injury. Abandoned equipment, such as, tanks and wells shall be removed with a required permit.
7. **Paint** – All surfaces shall be free of peeling paint and rusted surfaces. All exterior surfaces shall be properly coated.
8. **Roof Damage** – Gutters, leaders and spouts shall be attached securely to the dwelling and free and clear of debris. Gutters shall be on all fascia areas shedding water.
9. **Splash Blocks** – Ends of downspouts shall have a diverter at the end of the leader to carry water away from the dwelling and diffuse the flow so not to create an erosion situation.
10. **Foundation Openings** – All wall penetrations shall be properly sealed with an approved material.
11. **Basement/ Crawlspace** – Windows shall be secure with no broken glass and sealed against infiltration of weather and insects.
12. **Basement Access** – Exterior entries such as Bilco doors need to be operable and dry. Crawlspace access shall be secured to the dwelling, water proof, and seals against infiltration of insects and rodents.

Interior –

1. **Infestation** – Visible signs of pests, insects, rodents and critters shall require a certification from a licensed pest control operator. Certification would acknowledge treatment and eradication. Any structural damage shall be repaired and a permit obtained for repair.
2. **Handrails** – Same requirements as exterior.
3. **Guardrails**- Same requirements as exterior.

4. **Bathroom/ Powder Room** – Each room shall have an openable window or ventilation fan to the exterior.
5. **GFCI Receptacles** – Ane receptacle located within 6 feet of the edge of a sink, tub or basin, exterior area or wall, unfinished basement floor or inside a shed. Interior of a garage below 80 inches from the ceiling. These are requirements for existing receptacles, there is no requirement for installing receptacles if there are none existing.
6. **Flooring** – Kitchens, bathrooms and powder rooms require moisture resistant flooring. The floor is required to be in fair condition, absent of tears, missing or unsecured tiles. Vinyl or linoleum are approved for this requirement.
7. **Electrical Fixtures** – All electrical fixtures shall be secured and operable including all bulbs. All switches, receptacles and junction boxes shall have approved/ secured covers. Open wire splices are prohibited and shall be enclosed and secured in an approved junction box. No bulbs without an approved cover or globe, except as permitted, in basements, attics crawlspaces and garages are permitted by code for utility purposes.
8. **Electric Panel** – Approved cover shall be secured to the box. All breaker slots shall contain a breaker or appropriate blank.
9. Electric service cable shall be properly secured to the dwelling. Work or frayed cable shall be replaced with a required permit for replacement.
10. A/c disconnect for central A/c shall be mounted on the exterior adjacent to the unit. Cover shall open easily and the inside cover must be intact with no exposed wiring.
11. Window glass must be intact with no cracks or broken panes.
12. Windows shall open and close easily and remain up when opened. Locks shall be provided and operable.
13. **Chimney Connection** – Chimney connection shall be tight and secure. Voids are not permitted between the metal pipe connection into the chimney. Proper relief valve in place with a discharge pope terminating within 2”-6” from the floor. Provide approved chimney cap.
14. Water pipes shall not have any leaks.
15. Drain pipes shall not have any leaks.
16. Faucets and fixtures shall be operable, securely attached and sealed. No leaks, cracks or broken handles. Hot water control shall be on the left and cold-water control shall be on the right.
17. Toilet flush shall be operable. Tank and base shall be secured and the toilet floor mounting bolts shall be properly covered.
18. Heating system shall be operable.
19. Egress door closest to the bedroom area shall be openable without the use of a key or special knowledge or effort.
20. Remove self-latching locks from closet.
21. Kitchen provides anti-tilt for the stove.
22. **Crawlspace** – Vents shall be secure, operable and clear and free of debris. If no concrete floor exists, the entire floor shall be covered with a minimum is six-millimeter plastic in one piece, if possible, covering. This is to eliminate the moisture from the ground affecting the frame and foundation of the dwelling.
23. **Sump Pump** – If a crock exists, a pump shall be present. The electrical power shall be plugged into a receptacle in the immediate vicinity of the pump. Extension cords are not permitted. An inline backflow preventer is required to prevent water from returning to the crock and reactivating the float switch. The discharge shall not be connected to the sanitary sewer. The pump shall discharge outside of the foundation no closer than 10 feet of an adjoining property.
24. **Work completed without permits** – Any property that had work performed without permits and inspections shall be required to obtain the applicable permits. Work ranging from new furnaces,

air conditioning, water heart, decks, swimming pools, finishing basements and attics. Permits, just like the work that was performed, are attached to the property not the owner of record. Therefore, the current owner assumes responsibility for what they purchased, regardless of whether or not they did their due diligence prior to the purchase of the property.

25. **Open Permits** – Any permits that have not had their final inspections or have been issued a Certificate of Approval or Certificate of Occupancy for the work done, needs to close out the open permit. The required remaining inspections shall be scheduled and pass in order to receive the Certificate of Approval.
26. **Swimming Pools** – Provide bonding/ grounding certificate from a licensed N.J. electrician. Certificate shall not be dated over 30 days from date of receiving the CCO Application.