

Borough of Runnemede Code Enforcement

24 N. Black Horse Pike,  
Runnemede, NJ 08078  
Office – 856-939-2815  
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**EXTERIOR COMPLIANCE REQUIREMENTS**

Certificate of Continued Occupancy for the sale of a single-family dwelling.

FORM ISSUE DATE – 07/17/2020

**Exterior:**

1. **Visible 911 identification**- A house address number shall be visible from the street. Minimum 4" in height Arabic numerals.
2. **Steps** – No cracks or elevations that causes a tripping hazard. All treads and risers shall be equal with an even finish on the entire steps. All risers shall be closed so that a 4-inch ball will not penetrate opening.
3. **Public and Private Sidewalks, Aprons, and Driveways** – All sidewalks, aprons, and driveways shall 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 4 or more risers shall 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 30 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 Drainage** – Gutters, leaders and spouts shall be attached securely to the dwelling 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 filtration 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, weather proof and sealed against infiltration of insects and rodents.
13. Exterior Receptacles including garages and sheds shall be GFCI protected.
14. Driveway surface for vehicle parking shall be impervious. Crushed stone, rock or gravel is not permitted. Damaged areas shall be replaced **with a required permit**.
15. Window glass shall be intact with no broken or cracked panes.
16. Electric service cables shall be properly secured to the dwelling. Worn or frayed cables shall be replaced **with a required permit**.
17. Damaged electric wiring, equipment or fixtures shall be replaced.
18. Provide approved cap for chimney.
19. Zoning and construction permits **are required** for, but not limited to, additions, swimming pools, sheds, garages, decks and fences.
20. **Open Permits** – Any permits that have not had their final inspections or have not been issued a Certificate of Approval or Occupancy for the work done will need to close out said permit. The required remaining inspections shall be scheduled and pass inspection to receive the Certificate of Approval.
21. **Swimming Pools** – Provide bonding/ grounding certificate from a licensed N.J. electrician. Certificates shall not be dated over **30 days** from the date of the CCO Application.