

# Certificate of Habitability Compliance Guide

A Text & Visual Guide for Many Common Issues

Town of Phillipsburg, New Jersey

## Fire Extinguisher:

2A:10-B:C *Minimum* Rating

10 Pounds *Maximum* Weight

Mount within 10' of the kitchen.

Must be new or certified/tagged/recharged.

Do not mount near oven/stove.

Do not mount where access is blocked.

Do not mount higher than 5' from the floor.



## Smoke Detectors:

Within 10' of each sleeping area: *Minimum*

One working detector on each level: *Minimum*

Ceiling mount is best. Wall mount between 4"-12" from ceilings.

Battery powered detectors must be Listed Equipment, "Ten Year Sealed Battery" type.

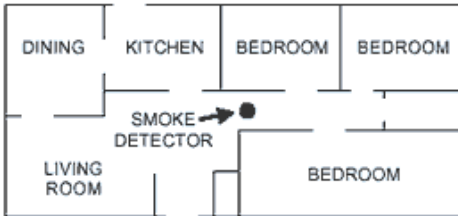
Do not mount in a corner nor closer than 2' to the end of a hallway.

Do not replace wired smoke detectors with battery operated detectors.

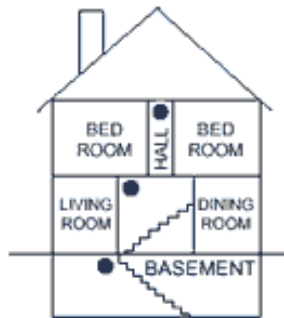
## CO Detectors:

Install within 10' of each sleeping area.

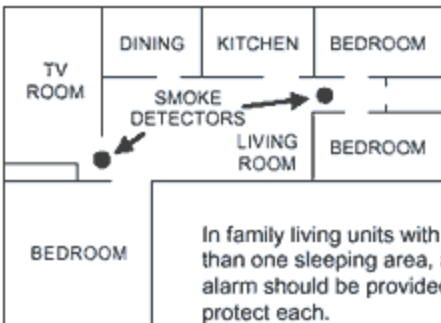
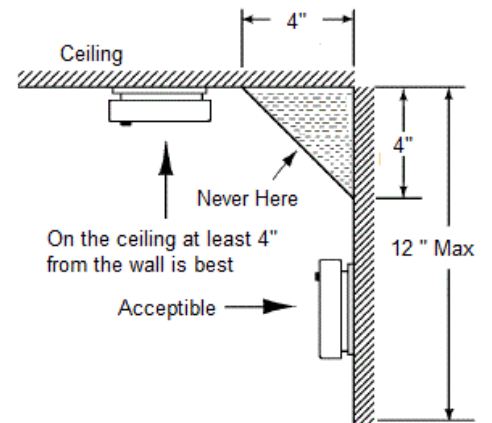
Hard wired, plug-in, or battery type OK.



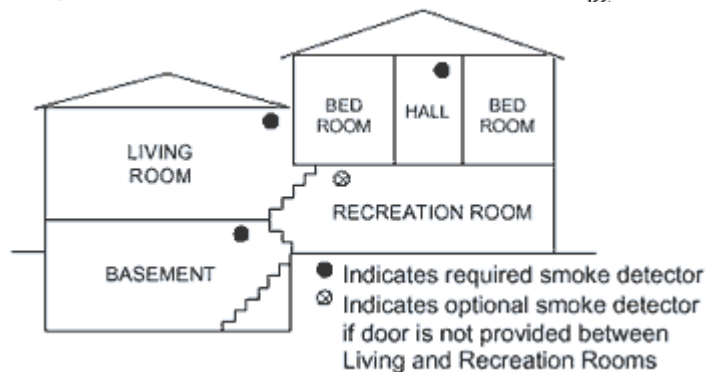
A smoke alarm should be located between the sleeping area and the rest of the family living unit.



A smoke detector should be located on each story.



In family living units with more than one sleeping area, a smoke alarm should be provided to protect each.



● Indicates required smoke detector  
⊗ Indicates optional smoke detector if door is not provided between Living and Recreation Rooms

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The Office of Inspections provides this guide as a courtesy to help property owners know what is generally required to receive a Certificate of Habitability. Please note that *only the most common* issues found during CH inspections are listed below. Other issues may be discovered during inspection and need to be addressed, as per the *2000 International Property Maintenance Code®* and *The Code of the Town of Phillipsburg*.

## Property Area and Exterior:

**Maintain property area** (incl. fences, sheds, sidewalks, and curbs) free of weeds, overgrowth, debris, and items. Maintain sidewalk, curbing, and walkways free from trip hazards, cracks, defects, and vegetation. Remove unused satellite/cable TV/phone wire and equipment. Neatly and securely fasten in-use wire/equipment. **Building numbers must be clearly visible from all facing streets and alleys** with minimum 4" numbers. Paint or stain any exposed wood. Replace all rotten wood. **Remedy all flaking, peeling paint, & visible rust.** Replace any missing or damaged slates, shingles, siding, flashing, soffit, or similar. Clean out all gutters. Ensure downspouts drain to ground and away from foundations. Repair and repoint any loose brickwork or mortar. Check chimney both inside and above roof. Repair any loose or broken stairs. Stairways of more than four risers require installation of a handrail. Porches, decks, and stoops must be in good repair. Replace rotten wood. 30" or taller require guardrails. Foundations must be in good repair, free of cracks and chipping paint. Fences, sheds, parking pads, and **all accessory structures on property must be in good condition.**

## Interior:

All rooms (including basements, attics, and crawlspaces) must be **clean and free from debris** and accumulation. Wall, ceiling, and floor surfaces must be free from breaks or flaking coatings, with paint in good condition. All old/**unused appliances & equipment must be removed**: e.g. water heaters, boilers, refrigerators, oil tanks, etc.

## Electrical:

7'x10' Rooms require a minimum of two (2) receptacles. Larger rooms may require more. Receptacles installed in **bathrooms, on kitchen countertops, and the exterior require GFCI protection**. Three-prong receptacles must have the ground wire connected or be GFCI protected. **Replacement three-prong receptacles must be Tamper Resistant.** Closet lighting is required to be globed. Bad/visible splices and any faulty wiring must be repaired. Visible 'knob & tube' wiring and fuse panels must be replaced. All electrical boxes, switches, and outlets must be covered. Worn, loose, or broken receptacles and devices must be replaced.

## Plumbing & Heating:

Evidence of professional heating system service must be provided. The service must be each year for oil; two for gas. There must be no leaks in water pipes, drains, faucets, or sewer lines. Fittings and piping must be Approved. No "accordion" drains permitted. The property must be connected to the town sewer. Unused piping must be removed to the extent possible and capped. The replacement of water heaters and furnaces requires a construction permit.

### Rental Unit Registration FAQ:

*When do I need to register my rental property?*

Registration is required *before renting the unit* and to be **renewed yearly, on or before May 1<sup>st</sup>** of the calendar year.

*What is the cost for rental registration?*

The fee is **\$100/unit**.

*How frequently will I require an inspection?*

Rental property **owners are responsible to renew their CH every year**. Inspections are required in order to renew.