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## **Common Concerns for Certificate of Approval for Continued Occupancy Inspection**

**The following list is provided so that applicants can prepare for the Certificate of Approval for Continued Occupancy inspection. Note this list only represents common violations and does not include all inspection requirements (detailed in International Property Maintenance Codes 2018 edition).**

### **General**

1. **Exterior Surfaces:** Every foundation, exterior wall, roof, and all other exterior surfaces shall be maintained, and shall be kept in good condition.
2. **Foundation walls:** All foundation walls shall be maintained, and free from open cracks and breaks, so as not to be detrimental to public safety and welfare.
3. **Roofs Rule:** The roof shall be structurally sound, tight, and not have defects which might admit rain, and roof drainage shall be adequate to prevent rainwater from causing dampness in the walls or interior portion of the building.
4. **Stairs and porches:** Every stair, porch, balcony, or deck shall be structurally sound and be maintained.
5. **Broken Window:** Operating windows should function properly. All windows shall be glazed correctly, and free of cracks and holes.
6. **Insect screens:** Every door and window or other outside opening used for ventilation purposes shall be supplied with approved screening, and every swinging screen door shall have a self-closing device in good working condition. Screens shall not be required for areas on a floor above the fifth floor.
7. **Interior Surfaces:** walls, including windows and doors, ceilings, and other interior surfaces shall be maintained, and sanitary condition. Peeling paint, cracked or loose plaster, decayed wood, and other defective surface conditions shall be eliminated.
8. **Sidewalks, Driveways, Aprons:** All sidewalks, steps, driveways, parking spaces and similar paved areas for public use shall be kept in a proper state of repair and free of all snow, ice, mud and other debris. If any sidewalk or driveway is damaged, and constitute a danger to public health and safety, the sidewalk or driveway or portion thereof shall be replaced.
9. **Free from dampness:** In every building, cellars, basements and crawl spaces shall be maintained reasonably free from dampness to prevent conditions conducive to decay deterioration of the structure.
10. **Handrails Rule:** Every flight of stairs, which is more than four risers high shall have handrails mounted on one side no less than 30" and no more than 42" high measured from the nosing of a tread. Every open portion of a stair, porch, landing and balcony which is more than 30" above the floor or grade below shall have guardrails. Every handrail and guardrail shall be firmly fastened and capable of bearing normally imposed loads and shall be maintained in good condition.
11. **Plumbing:** Water supply lines, plumbing fixtures, vents and drains shall be properly installed, connected and maintained in working order. All drains shall be kept free from obstructions, leaks and defects and capable of performing the function for which they are designed.
12. **Electric:** Every habitable space in a dwelling shall contain no less than 2 separate and remote receptacle outlets. In a kitchen, three separate and remote wall type electrical convenience outlets

or two such convenience outlets and one ceiling or wall type electric and light fixture shall be provided. Every public hall, interior stair well, kitchen, bathroom, laundry room or furnace room shall contain at least one electric light fixture. Any receptacle within 6' of water shall be ground fault protected.

## **Fire Safety**

### **1. Smoke Alarm Requirements**

- a. At minimum, one smoke alarm must be installed on every level of the home, including basements. A separate floor level is considered when three or more steps are between it.
- b. Smoke alarms shall be located no further than 10 feet from the bedroom doors.
- c. Smoke alarms in the basement should be installed on the ceiling/beam at the base of the stairs.
- d. Finished loft/attic space that can be used as livable space must have smoke alarm.
- e. Battery operated smoke alarms must have a 10-year sealed battery.
- f. Existing hard-wired alarms cannot be replaced with battery types.
- g. Smoke alarms shall not be more than 10 years old.

### **2. Carbon Monoxide Alarm Requirements**

- a. Carbon monoxide alarms shall be installed within 10 feet from any sleeping area.
- b. Alarms shall be either in the common area between sleeping areas OR in all bedrooms.
- c. Existing hardwired alarms cannot be replaced with battery types.

### **3. Fire Extinguisher Requirements**

- a. One fire extinguisher is required for ALL residential dwellings.
- b. Fire Extinguishers shall have a minimum rating of 2A:10BC and no more than 10 pounds.
- c. Extinguisher must be visible and in a readily accessible location no more than 10 feet from the kitchen.
- d. Extinguishers may not be more than 12 years old.
- e. Extinguishers must be listed, labeled, charged and operable.