



Housing Code Inspection Guideline

This document is provided as a pre-inspection guide for property owners. This listing is from the BOCA National Property Maintenance Code/1993. The chapters listed below are the areas from which our inspectors may find violations. This document is not meant to completely explain the entire code violation, but to give the building owners guidance in preparing for your annual inspection. Copies of the BOCA National Property Maintenance Code 1993, the New Jersey Uniform Fire Code and other Borough of Collingswood Ordinances are available at the Borough Hall, 678 Haddon Avenue, the Collingswood Public Library, 771 Haddon Avenue and the Fire Department, 20 W. Collings Avenue.

The goal of the property inspections in the Borough of Collingswood is to maintain or improve that safety, health and welfare for all of our residents. If you have any questions prior to or after your inspection, please call the Collingswood Fire Department at 856-854-7447 x 0.

Chapter 3 General Requirements

PM-303.0 Exterior property areas

- PM-303.1 Sanitation: maintained in clean, safe and sanitary condition
- PM-303.2 Grading and drainage: maintained to prevent stagnant water
- PM-303.3 Sidewalks and driveways: maintained and free from hazardous conditions
- PM-303.4 Weeds: grass and weeds shall not be more than 10 inches high
- PM-303.5 Rat harborage: maintained free from rat infestation
- PM-303.6 Exhaust vents: shall not vent directly upon adjacent property
- PM-303.7 Accessory structures: garages, fences, walls shall be maintained sound and good repair
- PM-303.8 Motor vehicles: vehicles in disrepair or unregistered not permitted

PM-304 Exterior structure

- PM-304.2 Street numbers: all numbers shall be 3 inches and contrasting color
- PM-304.3 Structural members: maintained free from deterioration
- PM-304.4 Foundation walls: free from cracks, breaks
- PM-304.5 Exterior walls: free from cracks, holes, breaks, loose or rotting material
- PM-304.6 Roofs & drainage: roof and flashing shall be weather tight and no defects
- PM-304.7 Decorative features: cornices, belt courses, trim, wall facings maintained & safe
- PM-304.8 Overhang extensions: canopies, awnings, stairways maintained & safe
- PM-304.9 Chimneys & towers: shall be structurally sound, safe and weather tight
- PM-304.10 Handrail & guards: shall be firmly secured and in good condition
- PM-304.11 Window & door frame: kept sound and weather tight
- PM-304.11.1 Glazing: glazing shall be maintained and free from cracks
- PM-304.11.2 Operable windows: all windows must go up and stay up
- PM-304.12 Insect screens: all operable windows must have approved tightly fitting screens

- PM-304.13 Doors: exterior doors and hardware shall be maintained and weather tight
- PM-304.14 Basement hatchways: maintained to prevent rat entry and water drainage
- PM-304.15 Guards for basement windows: operable basement windows must have rat proof guards

PM-305

- PM-305.2 Structural members: supporting structural members shall be maintained and sound
- PM-305.3 Interior surfaces: shall be maintained, sanitary, peeling paint, cracked or loose plaster shall be corrected
- PM-305.4 Lead based paint: shall be removed
- PM-305.5 Stairs and rails: maintained sound and good condition

PM-306

- PM-306.1 Accumulation of rubbish or garbage: exterior of property shall be free from such
- PM-306.2 Rubbish storage: shall be placed in approved containers
- PM-306.3 Disposal of garbage: shall be placed in approved containers
- PM-306.3.2 Containers: shall be approved and have tight fitting lids

PM-307

- PM-307.1 Infestation: structures shall be free from insects and rats
- PM-307.2 Owner: responsible for exterminating structure prior to leasing
- PM-307.3 Single occupancy: occupant is responsible to exterminate
- PM-307.4 Multiple occupancy: owner is responsible to exterminate in common areas
- PM-307.5 Occupant: is responsible for continued rat proof of dwelling

Chapter 4 Light, Ventilation and Occupancy Limitations

PM -403 Light

- PM-403.1 Habitable spaces: must have at least one window of approved size
- PM-403.2 Common halls and stairwells: exterior stairs and landings must be illuminated
- PM-403.3 Other spaces: shall be provided with natural or artificial lighting

PM-404 Ventilation

- PM-404.1 Habitable spaces: must have at least one operable window
- PM-404.2 Bathrooms and toilet rooms: shall have a window or mechanical fan
- PM-404.3 Cooking facilities: cooking not permitted in dormitory unit or rooming unit
- PM-404.5 Clothes dryer exhaust: shall be vented in accordance with manufacturers instructions

PM-405 Occupancy Limitations

- PM-405.1 Privacy: shall be separated from adjoining spaces
- PM-405.2 Access from sleeping rooms: shall not constitute the only means of access to other sleeping areas
- PM-405.3 Area for sleeping purposes: shall have required square feet per persons
- PM-405.4 Water closet accessibility: can not pass thru another bedroom to get into bathroom
- PM-405.5 Overcrowding: must meet occupancy requirements
- PM-405.6 Combined spaces: must meet occupancy requirements of table 405.5

- PM-405.7 Prohibited occupancy: can not sleep in kitchens and non habitable spaces
- PM-405.8 Minimum ceiling heights: habitable spaces must have a ceiling height of 7'4"
- PM-405.9 Minimum room widths: shall be at least 7' in any plan dimension
- PM-405-10 Food preparation: shall be done in a suitable space

Chapter 5 Plumbing Facilities and Fixture Requirements

PM-503 Required Facilities

- PM-503.1 Dwelling Units: shall contain it's own bathtub, shower, toilet, sink
- PM-503.2 Rooming Houses: for every 4 units must have a water closet
- PM-503.3 Hotels: every 10 people must have lavatory
- PM-503.4 Employee's facilities: shall have bathroom, drinking facility
- PM-503.4.1 Drinking facilities: shall not be located in bathrooms

PM -504 Toilet Rooms

- PM-504-1 Privacy: shall not be only passage way to other rooms
- PM-504.2 Location: shall be located off of hallway
- PM-504.3 Location: of employee toilet facilities

PM-505 Plumbing Fixtures

- PM-505.1 Shall be properly installed and maintained, safe and sanitary
- PM-505.2 Fixture clearances: shall have proper clearance for cleaning and usage

PM-506 Water System

- PM-506.1 General: shall be supplied by public water and have hot and cold water
- PM-506.2 Contamination: water supply shall be free from contamination
- PM-506.3 Supply: shall be installed to provide all plumbing fixtures
- PM-506.4 Water heating facilities: shall have relief valve pipe and maintain 110 degrees

PM-507 Sanitary Drainage System

- PM-507.1 General: shall be connected to public sewer system
- PM-507.2 Maintenance: every plumbing stack, vent, waste and sewer line shall function properly

PM -508 Storm Drainage

- PM-508.1 General: shall not drain to cause a public nuisance

Chapter 6 Mechanical and Electrical Requirements

PM-602 Heating Facilities

- PM-602.1 Facilities: required shall be provided for all structures
- PM-602.2 Residential buildings: shall be capable of maintaining 65 degrees in habitable areas
 - PM-602.2.1 Heat supply: shall supply sufficient heat per section
 - PM-602.2.2 Room temperature exception
- PM-602.3 Nonresidential structures
- PM-602.4 Room temperature measurement: shall be measured 3 feet from floor

- PM-603 Mechanical Equipment**
PM-603.1 Mechanical Equipment: fireplaces, solid fuel burning appliances shall be properly installed
PM-603.2 Cooking and heating equipment: shall be free from leaks and obstructions
PM-603.3 Flue: shall be connected to approved chimney or vent
PM-603.4 Clearances: combustible material 3 feet from heater, water heater
PM-603.5 Safety controls: fuel burning equipment must have shutoff
PM-603.6 Combustion air: must have proper ventilation for equipment
PM-603.7 Energy conservation devices: must be specific for piece of equipment

- PM -604 Electrical Facilities**
PM-604.1 Facilities required: all buildings must be provided with electrical system
PM-604.2 Service: shall not be less than 60 amperes, three wires
PM-604.3 Electrical system hazards: when found a hazard must be corrected

- PM -605 Electrical Equipment**
PM-605.1 Installation: all electrical equipment shall be installed properly
PM-605.2 Receptacles: habitable spaces two separate, bathroom shall contain one
PM-605.3 Lighting fixtures: halls, stairways, bathroom, laundry room furnace room shall contain a light

- PM-606 Elevators, escalators and dumbwaiters**
PM-606.1 General
PM-606.2 Elevators

Chapter 7 Fire Safety Requirements

- PM-702 Means of Egress**
PM-702.1 General: shall have a safe, continuous unobstructed means of egress from property
PM-702.2 Exit capacity: shall be sufficient for number of occupants
PM-702.3 Number of exits
PM-702.4 Arrangement: exits shall not lead thru bedrooms, bathrooms, rooming units
PM-702.5 Exit signs
PM-702.6 Corridor enclosure
PM-702.7 Dead-end travel distance
PM-702.8 Aisles
PM-702.9 Stairways, handrails and guards: stairs, landings over 30 inches shall have rails & guards
PM-702.10 information signs
PM-702.11 Locked doors keyed deadbolts prohibited
PM-702.11.1 Locks permitted: only in institutions and hardware that conforms with building code
PM-702.12 Emergency escape

- PM-703 Accumulations and Storage**
PM-703.1 Accumulations rubbish, garbage not permitted in stairway or means of egress
PM-703.2 Hazardous material: flammable liquid must be properly stored

- PM-704 Fire resistance ratings**
- PM-704.1 General
- PM-704.2 Maintenance: fire doors must be maintained

- PM-705 Fire Protection Systems**
- PM-705.1 General: systems, devices, equipment must be maintained
- PM-705.2 Fire suppression system: shall be operable at all times
 - PM-705.2.1 Valves
 - PM-705.2.2 Sprinklers
 - PM-705.2.3 Piping
- PM-705.3 Standpipe systems
 - PM-705.3.1 Valves
 - PM-705.3.2 Hose connections
 - PM-705.3.3 Hose
- PM-705.4 Fire extinguishers: shall be visible and maintained, serviced annually
- PM-705.5 Smoke detectors: in every bedroom and one on every level
 - PM-705.5.1 Installation
 - PM-705.5.2 Power source
 - PM-705.5.3 Tampering
- PM-705.6 Fire Protective signaling systems
 - PM-705.6.1 Control panel
 - PM-705.6.2 Manual fire alarm boxes
 - PM-705.6.3 Automatic fire detectors
- PM-705.7 Records

- PM-706 Elevator Recall**
- PM-706.1 Required

- PM-707 Mechanical Equipment Control**
- PM-707.1 Smoke and heat detection

There are referenced standards in various sections of the codes:

- ASME
- BOCA
- NfiPA

There is also an Administrative section to the code.

Borough of Collingswood Ordinances that we also use:

- House numbers must be present and meet certain standards: Borough Ordinance # 911
- Driveways shall be properly surfaced: Borough Ordinance #1306 Chapter 141-76
- Remove grass & high weeds: Borough Ordinance # 113
- Every bedroom must have a smoke detector: Borough Ordinance # 1233

PLEASE NOTE

- All repairs must be done in a workmanlike manner.
- Ordinary repairs do not require construction permits, if any permits are required it will be noted on the individual repair list.
- All utilities must be on and operable at time of the inspection.