

City of Woodbury
Commercial C.o. Inspection Checklist

33 Delaware St., Woodbury, NJ

Note: Some properties are located in the Historical District- (Woodbury & Westville) any changes to exterior of structure (colors, roof, siding, painting, signs, etc.) requires approval from board before work is started.

General Requirements:

	Submit a Zoning Verification application to Joint Construction/Zoning Office to ensure the following: <ul style="list-style-type: none"> • Type of business is allowed to operate in that district; Once Commercial C.O. and/or Fire Inspection is completed, will need to submit applicable prior approvals; Mercantile license; local Bd of Health license; Gloucester Co Bd of Health Certificate; Bureau of Fire Safety Certificate; State Licenses-(ex. Cosmetology); DEP; UCC Change of Use Analysis
	OTHERS: <ul style="list-style-type: none"> • Contact Construction Office if any type of work is planned to be done at site to see if/or what permits are required. Signage requires approve & permit. (Zoning & Construction)

Local Bureau of Fire Safety - Fire Department:

	Bureau of Fire Safety Inspection
	Register with local Bureau of Fire Safety – Fire Department – obtain fire certificate
	Submit copy of fire certificate to Construction Office (Woodbury) this must be done before C.O. issuance

Exterior Property Areas:

	Sidewalk/ driveway/ curbs/ apron/ ramps in good repair (no tripping hazards)
	Weed/ tall grass – site must be maintained
	Free from rats/rodents (holes in foundation...etc.)
	No exhaust vents across p/c
	Accessory building/ fences/ retaining walls/ etc. in good repair
	Free from rubbish/garbage (containers)

Exterior of Structure:

	Entire exterior shall be structurally in good repair (walls/foundation/roof/trim/windows/doors/frames/glazing/etc.)
	Street numbers (must be installed near front entrance) Arabic numerals 3” high or more)
	Handrails/guards firmly installed: <ul style="list-style-type: none"> • More than 4 risers • More than 30 inches – landing/balcony • Handrails 30” – 42” high • Guards – 30” high minimum

Interior:

	Interior finishes/surfaces in good repair & paint (walls/woodwork/etc.)
	Handrails/guards firmly installed
	Exit signs must be operational (bulbs/batteries)
	Emergency lights must be operational (bulbs/batteries)
	Heating system(s) must be in good operating condition; venting
	Water heater(s) – functioning; vent; extension pipe & relief valve
	Running hot & cold water must be provided
	Plumbing: Toilets operational; general condition of piping & related items <ul style="list-style-type: none"> • If bathrooms are handicap accessible, must be able to utilize (no trash/storage/etc.)
	Electrical: Electrical covers; circuit breaker panels & knock out covers on panel (breaker openings that are unused); panel labeled; Emergency light heads outside
	Exit doors must be operational
	Areas have sprinklers or building has sprinkler system. Must be operational & tagged by town Fire Department