



Borough of Hightstown

Code Enforcement Office

156 Bank Street, Hightstown, NJ 08520

(609) 490-5100 Ext 407

Email: DBell@HightstownBorough.com

HVAC FURNACE / BOILER INSPECTION CHECKLIST

Checklist to be completed by a licensed HVAC contractor or plumber.

COMPANY INFORMATION	PROPERTY INFORMATION
Name: _____	Name: _____
Address: _____ _____	Address: _____
Phone: _____	Phone: _____
License Number: _____	Type of System: _____ Furnace _____ Boiler _____ Make & Model #: _____
	Type of Fuel: _____ Oil _____ Gas _____

CHECKLIST ITEM	ACCEPTABLE	UNACCEPTABLE
Inspect condition of flue pipe into chimney, if Ultra Vent check for cracks.		
Inspect PVC Venting on high efficiency furnaces for loose fittings and water leaks.		
Inspect draft hood on natural draft furnaces for		
Inspect heat exchanger for cracks and holes.		
Check heat exchanger for carbon.		
Check draft on natural vent chimneys.		
Check C/O reading at draft hood and in front of furnace. READING # _____		
Check C/O reading at supply register in living area of house. READING # _____		
Check for normal cycling.		

PRINT NAME OF LICENSED PLUMBER/HVAC INSPECTOR: _____

SIGNATURE: _____ DATE OF INSPECTION: _____

****THIS FORM MUST BE SUBMITTED WITH ANNUAL RENTAL REGISTRATIONS AND APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR SALE**

*****FOR OFFICE USE ONLY*****

Date Received: _____ BY: _____ REASON: _____ Revised: 10/2023