

Borough of Englewood Cliffs

Building Department

482 Hudson Terrace Englewood Cliffs, NJ 07632

P-201-568-9262 F-201-227-7775

Application for Certificate of Continued Occupancy Residential Sale

Property Address: _____

Block: _____ Lot: _____ Year Built: _____ Owner Occupied Y or N _____

Owner Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Sold To: _____

Address: _____

Phone: _____ Cell Phone: _____

Email: _____

Real Estate Company: _____

Agent Name: _____

Business Address: _____

Agent Business Phone: _____ Cell Phone: _____

Agent Email: _____

Requirements:

1. Submit check payable to the Borough of Englewood Cliffs for \$50.00. Inspections that fail are subject to additional re-inspection fee of \$50.00.
2. Request for a CCO received fewer than 4 business days prior to the closing a \$100.00 expedited fee will be charged.
3. Submit name and telephone number of the contact person responsible for meeting the inspector.
4. No one is permitted to occupy the premises prior to approval from Fire Inspector.
5. Smoke Detectors and Carbon Monoxide Detectors shall be tested and in working order at time of inspection. Signed affidavit shall be submitted prior to issuance of certificate.
6. All homes must have a size 10 type ABC fire extinguisher within 10 feet of the kitchen.
7. Where applicable; Unit doors that open to a corridor shall be self closing and self latching.
8. No Certificate of Continued Occupancy will be issued prior to closing without closing of all building permits, paying of all taxes, penalties, and or fees due to the Borough of Englewood Cliffs.

I have read the requirements and completed all forms properly for obtaining a Continued Certificate of Occupancy and fully understand and agree to comply with all requirements.

Signature of Applicant

Telephone Number

Printed Name of Applicant

REVISED 8/6/15

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PROPERTY MAINTENANCE CODE SECTION 10-7.2e

When you sell your home, your application for Continued Certificate of Occupancy should be made at least **two weeks** prior to your closings. Please be advised that complaint with our Property Maintenance Code Section 10-7.2e, "no Certificate of Occupancy shall be issued for any building unless it complies with the provisions of the ordinance" regarding address:

A house or building number shall be:

1. In Arabic numerals or letters.
2. A minimum height of three inches unless the house or building is more than 50ft from the curb, then the letters must be six inches and clearly visible from the street of which the property fronts without obstructions.
3. Of a contrasting color to the background and arranged so as to be clearly visible day and night.
4. If the house or building is set back from the street in a location that the provisions of the ordinance cannot be complied with, then the owner/occupant must provide a post, rod or other type of fixture with the number affixed thereon conspicuously and visible from the street on which the property fronts.

Our community, keeping with safety and high standards, appreciates your cooperation.

If there are any questions or to acquire a copy of the Property Maintenance Ordinance, you may contact this department at the above number Monday through Friday between 9am – 4pm.

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Property Address: _____

Property Owner (Seller): _____

NUMBER & LOCATION PER FLOOR

	Basement	First Floor	Second Floor	Third Floor
Kitchen	()	()	()	()
Bathrooms	()	()	()	()
Bedrooms	()	()	()	()

The above named (owner) does hereby attest that all answers given in this application are true and that any change of use will be reported immediately so records will be current.

Owner Signature _____

Date _____

Sworn to and subscribed before me this _____ day of _____, _____

Notary Public Signature _____

Seal and Stamp

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SUMP PUMP/STORM DRAINS

I, _____ of full age, being duly sworn according to law propose and say:

1. I am one of the property owners of premises situated at _____
2. I have been advised by the Construction Official of the Borough of Englewood Cliffs, that it is illegal to have any sump pumps, storm drains or any other devises connected to the sewer line.
3. I hereby affirm there are no such connections to my knowledge on said premises.

Owner/Agent

Sworn to and subscribed before me

___ Day of _____, _____

Notary Public of the State of New Jersey

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SMOKE/CO-DETECTORS/AFFIDAVIT

Property Address: _____
Year Built: _____

Please Check One:

Owner: _____ Tenant: _____
NJ Licensed Electrician: _____ Company or Individual Name: _____
License No: _____ Signature: _____

I, _____ hereby certify that at the above referenced location, of which I am the owner, tenant, or NJ licensed electrician. That the following items have been installed, maintained and checked for proper operation in accordance with N.J.A.C. 5:70-2.3, N.J.A.C. 5:70-4.19, N.J.A.C. 5:70-3.907.21, N.J.A.C. 5:70-3, 703.23, and NFPA 72(2002).

1. SMOKE DETECTORS SHALL BE LOCATED:

- a. If constructed prior to 1977 on each level of dwelling and within 10 feet of sleeping areas. (Detectors may be battery powered)*
- b. If constructed between 1977 and 8/5/84 on each level and within 10 feet of all sleeping areas. (Detectors must be 110V no battery back-up or interconnection required)*
- c. If constructed between 8/6/84 and 9/4/91 on each level of dwelling, and within 10 feet outside of sleeping rooms. (Detectors must be 110V interconnected required, battery back not required)*
- d. If constructed after 9/5/91 on each level of dwelling, inside of each sleeping room, and within 10 feet outside of sleeping rooms. (Detectors must be 110V interconnected and battery backup required.)
- e. Batteries in all smoke detectors shall be tested once a month and changed once a year to assure proper operation.

NOTE: All Smoke Detectors with a manufacture date greater than 10 years must be replaced. _____ Detector Date of Manufacture (located on back of detector)

2. CARBON MONOXIDE DETECTORS SHALL BE LOCATED:

- a. Within 10 feet of all sleeping areas.

NOTE: All Carbon Monoxide Detectors with a manufacture date greater than 5 years must be replaced. _____ Detector Date of Manufacture (located on back of detector)

Signature of Person Completing Affidavit Print Name

Title Date

***HOMES WITH EXISTING LOW VOLTAGE ALARM/SMOKE DETECTION MUST BE IN OPERATING ORDER.**

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IMPORTANT NOTICE EFFECTIVE IMMEDIATELY

To: All Residential Continued Certificate of Occupancy Applicants

Effective immediately in accordance with N.J.A.C. 5:70-3.907.21 and NFPA 72(2002) no CCO will be issued to properties that have 110V Smoke and or Carbon Monoxide detection without a written report submitted from a New Jersey Licensed Electrician or certified alarm company. This report must include the following:

1. All detectors must be cleaned, and tested for proper operation.
2. All detectors must have battery back-up with batteries changed at time of report.
3. All smoke detectors with a manufacture date greater than 10 years of age must be replaced.
4. All carbon monoxide detectors with a manufacture date greater than 5 years of age must be replaced.

Effective immediately in accordance with N.J.A.C. 5:70-3.907.21 and NFPA 72(2002) no CCO will be issued to properties that have battery operated smoke and carbon monoxide detectors without an affidavit signed by the renter and or seller certifying the following:

1. All detectors must be cleaned, and tested for proper operation.
2. All detectors must have batteries changed at time of inspection.
3. All smoke detectors with a manufacture date greater than 10 years of age must be replaced.
4. All carbon monoxide detectors with a manufacture date greater than 5 years of age must be replaced.

Residential properties built prior to 1977 are required to have battery powered detection only. Smoke detectors shall be installed on each level of the structure, and within 10 feet of all sleeping rooms.

Residential properties built between 1977 and 8/5/84 are required to have 110V smoke detection. Detectors shall be located on each level of the structure, and within 10 feet of all sleeping rooms. (No interconnection or battery back-up required).

Residential properties built between 8/6/84 and 9/4/91 are required to have 110V smoke detection. Detectors shall be located on each level of the structure, within 10 feet of all sleeping rooms, and all detectors shall be interconnected. (Battery back-up not required).

Residential properties built after 9/4/91 are required to have 110V smoke detection. Detectors shall be located on each level of the structure, inside of all sleeping rooms, outside within 10 feet of all sleeping rooms, and shall be interconnected and have battery back.

All residential structures shall have carbon monoxide detectors installed within 10 feet of all sleeping rooms. Carbon monoxide detectors may be powered by battery or electric.

HOMES WITH EXISTING LOW VOLTAGE ALARM/SMOKE DETECTION MUST BE IN OPERATING ORDER.

REVISED 8/6/15

**Department of Community Affairs
Division of Fire Safety**

To: All Local Enforcing Agencies
From: Louis Kilmer, Chief-Bureau of Fire Code Enforcement
Subject: Requirement for Fire Extinguishers in One/two Family Dwellings
Date: November 15, 2005

The Legislature amended and enacted P.L.1991, e.92(C.52:27D-198.1), requiring that all one/two family dwellings at a change of occupancy be provided with a portable fire extinguisher, in addition to the requirements for smoke and carbon monoxide detectors. This provision does not apply to seasonal rental units. This act was signed into law on April 14, 2005 with an effective date of November 15, 2005.

The regulations were recently made available for public comment. The comment period has ended and the final adoption of the regulations will appear in the New Jersey Register in the near future. The Division of Fire Safety is advising all local enforcing agencies to enforce the regulations; using the guidelines below.

The requirements for the type and placement of the extinguishers are as follows:

1. At least one portable fire extinguisher shall be installed in all one/two family dwelling (except seasonal rental units) upon change of occupancy;
2. The extinguisher shall be listed, labeled, charged, and operable;
3. The size shall be no smaller than 2A:10B:C, rated for residential use and weigh no more than 10Lbs.
4. The hangers or brackets supplied by the manufacturers must be used;
5. The extinguisher must be located within 10feet of the kitchen;
6. The top of the extinguisher must not be more than 5 feet above the floor;
7. The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items;
8. The extinguisher must be near a room exit or travel path that provides an escape route to the exterior;
9. The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher; and
10. Lastly, the extinguisher must be installed with the operating instructions clearly visible.

New fire extinguishers are not required to be serviced and tagged, as long as the seller or agent can provide proof of purchase or receipt.

Until the proposed regulations have been adopted, the statute should be cited for enforcement purposes. The correct citation is N.J.S.A. 52:27D-198.1.

If you have any questions regarding the implementation of this act or its specific requirements, please contact our Local Assistance Unit at 609-633-6112 or 201-568-9262.

Owner/Agent

Date

**BOROUGH OF ENGLEWOOD CLIFFS
BERGEN COUNTY, NEW JERSEY**

ORDINANCE NO. 2013-12

**AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER IX
ENTITLED "BUILDING AND HOUSING" OF THE GENERAL ORDINANCES AND REVISED
CODE OF THE BOROUGH OF ENGLEWOOD CLIFFS, SPECIFICALLY SECTION 9-17.4
ENTITLED "APPLICATIONS"**

BE IT ORDAINED by the Borough of Englewood Cliffs, New Jersey, that Chapter IX entitled "Building and Housing" of the General Ordinances and Revised Code of the Borough of Englewood Cliffs, Specifically Section 9-17.4 entitled "Applications" be amended and supplemented as follows:

9-17 CERTIFICATE OF CONTINUED OCCUPANCY

1. Transfer of Ownership Requires Certificate

Each time there is a transfer of ownership of property within the Borough of Englewood Cliffs, a purchaser of such property must obtain from the construction official of the borough a certificate of continued occupancy certifying that the property may be continued to be used as it is currently being used and certifying that the use of the property is a permitted use in the zone in which the property is located, by virtue of either of the fact that the use is a permitted use in the zone or by virtue of the fact that the use is a nonconforming use in the zone which was established prior to the adoption of an ordinance which prohibits said use in the zone.

2. Rental/Lease Units

No person shall rent, lease, sub-lease or sub-let any dwelling unit to any person intending to use the dwelling unit for residential purposes, or allow any person to inhabit any one and two family dwelling unit, unless a Certificate of Continued occupancy has been obtained from the Code Official or the Construction Official. Any application pursuant to this Ordinance must be made at least 10 days prior to any intent of occupancy.

Inspection

Before a certificate of continued occupancy shall be issued the construction official shall make an inspection of the premises to determine whether the certificate may or may not be issued.

Violations

In the event a purchaser of property in the Borough of Englewood Cliffs fails to obtain a certificate of continued occupancy, the construction official shall notify said property owner of the said violation by posting a notice of violation at the subject premises. In the event that the property owner fails to thereafter obtain a certificate of continued occupancy, the property owner shall be subject to a fine of not less than one hundred (\$100.00) dollars for each summons issued. Each day a violation continues beyond the date fixed for compliance in the notice provided for herein, shall constitute a separate offense.

Standards For Issuance

A. The Code Official or the Construction official if, after a general inspection of the visible parts of the structure, determines that the dwelling unit is fit for human habitation and complies with the Property Maintenance Code of the Borough of Englewood Cliffs, and all other Ordinances of the Borough of Englewood Cliffs pertaining to building, plumbing, electrical, health, safety, fire and minimum building standards, and that no violations of State Law or of the State Uniform Construction Code exist, which would prevent the issuance of a certificate of continued occupancy pursuant to that code, or the regulations pursuant to that code shall issue the certificate. If a certificate of continued occupancy cannot be issued because of any violations, the Code Official or Construction Official will provide a notice of violations and if a Certificate of Continued Occupancy cannot be issued it shall be enforced pursuant to this section.

1. Any person violating or failing to comply with any of the provisions of this article shall, upon conviction thereof, be punishable by a fine of not less than \$100.00 nor more than \$1,250.00, by imprisonment for a term not to exceed 90 days, or by community service as determined in the discretion of the Municipal Court Judge. The continuation of such violation for each successive day shall constitute a separate offense, and the person or persons allowing or permitting the continuation of the violation may be punished as provided above for each separate offense.

2. The violation of any provision of this article shall be subject to abatement summarily by a restraining order or injunction issued by a court of competent jurisdiction.

B. If the Inspector as a result of a general inspection of the visible parts of the structure, finds any violation as set forth in Sub-Section A, he shall notify the owner of the violation and allow the owner fourteen (14) days to correct the violation, by mailing a written notice by certified mail, return receipt and regular mail, or by delivering the notice to the owner or his agent. The notice shall identify the premises and specify the violations and any remedial action. The notice shall state that the failure to correct the violations within the time specified shall constitute a violation of this Chapter and may be punishable in accord with Chapter IX, Section 9-17.4 pursuant to Section 2A penalty clause.

C. Any violation of the Ordinances, Codes and New Jersey Statutes shall be grounds for the denial of a Certificate of Continued Occupancy.

3. Rental Units

No building or portion thereof shall be rented for residential purposes or offered for rent to a family as defined in Section 9-6.3 and 9-6.4 for the period of less than 6 months. It is the intent of this ordinance to prohibit short term rentals which are not occupied for at least six (6) months by the tenant.

4. Applications For Certificate.

A. Any owner intending to, shall rent, lease, sub-lease or sub-let any dwelling unit or allowing any person to inhabit a dwelling unit, shall apply to the Code Official or his Agent for a Certificate of Continued Occupancy. Said application shall include the name and address of the person to be renting the property, the telephone number where said person can

be reached, the telephone number of the owner where he can be reached and a copy of the agreement in regard to the rental, lease, sub-lease or sub-let. Within seven (7) days of the receipt of the payment of the required fee and the application form, the owner shall afford the Inspectors the opportunity to inspect the structure and shall consent to the inspection. Within fourteen (14) days of the inspection, the Code Official or his Agent will issue a Certificate of Continued Occupancy or deny the same, setting forth the reasons as set forth above. The fee for said inspection shall be \$85.00. The fee for a second and any additional re-inspection shall be \$50.00

B. All applications for such certificates shall be made in writing and shall state the name and address of the owner of the structure, the name and address of the owner-occupant or tenant-occupant or any other occupant structure, the name and address, if a sale or transfer of title, of the seller, transferor, buyer and the new proposed occupancy, and the name and address of the renting agent. It shall also describe the premises to be occupied, including the street address thereof, and a designation of the portion or portions of the premises or structures for which the specific application is being made and shall set forth the number of persons who shall occupy any and all portions of the premises.

C. All owners or renting agents of real estate or person or persons applying for a Certificate as provided herein shall advise the Code Official or his Agent of a reasonable time or times that the inspections may be made and have someone present to assist and provide entry for the inspection purposes.

D. Required Fees:

1. The fee for a certificate of continued occupancy for a transfer of ownership of property within the Borough of Englewood Cliffs shall be fifty (\$50.00), payable to the Borough of Englewood Cliffs.
2. The fee for a certificate of continued occupancy for a rental unit shall be eighty five (\$85.00) dollars payable to the Borough of Englewood Cliffs.
3. Requests for a CCO received fewer than 4 business days prior to the closing or change of occupant add additional one hundred and fifty (\$150.00) dollars to required fee.
4. The fee for a second and any additional re-inspection shall be \$50.00 per inspection.

5. Smoke Detector and Carbon Monoxide Detector Required in all Residential Buildings. No Certificate of Continued Occupancy may be issued to a residential building or any portion thereof unless approved smoke detector and carbon monoxide detectors have been installed as required by applicable State Statute and local Ordinance.

6. Failure to Comply. If, after inspection by the Enforcement Officer, a Certificate of Continuing Occupancy may not be issued to the residential building or portion thereof because of the existence of a violation of any Code or failure to comply with the standards set forth herein, notice shall be given by the Enforcement Officer to the owner detailing the violations of applicable laws, regulations or Ordinance. The Enforcement Officer shall have the authority to issue any Summons or Complaint for any violation of any Ordinance, Statute or regulation against the owner and/or occupant of the residential building or portion thereof wherein the violation exists.

7. **Expiration.** If a dwelling unit is not occupied within six (6) months of the issuance of a Certificate of Continued Occupancy, the Certificate will expire, and a new Certificate must be obtained before occupancy.

8. **Exceptions.** This Chapter shall not apply to hotels, rooming houses or motels that are generally occupied by tenants or guests for less than (30) thirty successive days, dwelling units not intended for human habitation or new construction, for which inspection and a certificate of occupancy is required by the Uniform Construction Code.

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances inconsistent with or in conflict with this ordinance are hereby repealed as to said inconsistencies and conflict, and

BE IT FURTHER ORDAINED that if any section or provision of this ordinance shall be held to be invalid in any court of competent jurisdiction, the same shall not affect the other sections or provisions of this ordinance except insofar as the section or provision declared invalid shall be inseparable from the remainder or any portion thereof.

This ordinance shall take effect upon final adoption and publication according to law.

ATTEST



Lisette M. Duffy, Acting Municipal Clerk

**BOROUGH OF ENGLEWOOD CLIFFS
COUNTY OF BERGEN
STATE OF NEW JERSEY
APPROVED:**



Joseph Favaro, Council President

**BOROUGH OF ENGLEWOOD CLIFFS
BERGEN COUNTY, NEW JERSEY**

ORDINANCE NO. 14-14

**AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER IX
ENTITLED "BUILDING AND HOUSING " OF THE GENERAL ORDINANCES AND
REVISED CODE OF THE BOROUGH OF ENGLEWOOD CLIFFS, SECTION 9-17
ENTITLED "CERTIFICATE OF CONTINUED OCCUPANCY", SPECIFICALLY
SECTION 9-17.4 ENTITLED "APPLICATIONS"**

BE IT ORDAINED by the Borough of Englewood Cliffs, New Jersey, that Chapter IX entitled "Building and Housing " of the General Ordinances and Revised Code of the Borough of Englewood Cliffs, Section 9-17 entitled "Certificate of Continued Occupancy", specifically Section 9-17.4 entitled "Applications" be amended and supplemented as follows:

9-17 CERTIFICATE OF CONTINUED OCCUPANCY

4. Applications for Certificate

A (1). In the event the property is under lease and the lease expires, the property owner shall immediately advise the Construction Official, or his representative, of the termination of the lease or the renewal of same, depending upon the circumstances, and shall again furnish a copy of the new rental, lease, sub-lease, or sub-let agreement. In the event that the same tenant becomes a non-lease tenant, this information shall be furnished to the Construction Official or his representative, setting forth the terms of the new agreement. The owner shall comply with all other terms of this ordinance, specifically in regard to the extension of any lease or agreement, and shall give the Construction Official, or his representative, seven (7) days notice. If there is a continuation of occupancy by the same tenant, a new Certificate of Continued Occupancy shall not be required.

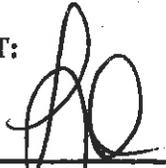
BE IT FURTHER ORDAINED that all ordinances or parts of ordinances inconsistent with or in conflict with this ordinance are hereby repealed as to said inconsistencies and conflict, and

BE IT FURTHER ORDAINED that if any section or provision of this ordinance shall be held to be invalid in any court of competent jurisdiction, the same shall not affect the other sections or provisions of this ordinance except insofar as the section or provision declared invalid shall be inseparable from the remainder or any portion thereof.

This ordinance shall take effect upon final adoption and publication according to law.

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF AN ORDINANCE ADOPTED AT A MEETING OF THE MAYOR AND COUNCIL HELD ON DECEMBER 10, 2014.

ATTEST:



Lisette M. Duffy, Borough Clerk

By:



Joseph Parisi, Jr., Mayor