

Borough of Englewood Cliffs
Building Department
482 Hudson Terrace Englewood Cliffs, NJ 07632
201-568-9262

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 a check payable to the Borough of Englewood Cliffs for \$100.00. Inspections that fail are subject to an additional re-inspection fee of \$125.00.**
2. **Request for a CCO received fewer than 4 business days prior to the closing a \$150.00 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 the Fire Inspector.**
5. **Smoke Detectors and Carbon Monoxide Detectors shall be tested and in working order at the time of inspection. Signed affidavit shall be submitted prior to issuance of certificate.**
6. **All homes must have a minimum 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

Borough of Englewood Cliffs
Building Department
482 Hudson Terrace Englewood Cliffs, NJ 07632
201-568-9262

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.

Borough of Englewood Cliffs
Building Department
482 Hudson Terrace Englewood Cliffs, NJ 07632
201-568-9262

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

Borough of Englewood Cliffs
Building Department
482 Hudson Terrace Englewood Cliffs, NJ 07632
201-568-9262

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

Borough of Englewood Cliffs
Building Department
482 Hudson Terrace Englewood Cliffs, NJ 07632
201-568-9262

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 ensure 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.**

WHERE TO LOCATE DETECTORS:

Detectors are to be located on every level of a residence, (basement, first floor, second floor) excluding crawl spaces and unfinished attics, and in every separate sleeping area, between sleeping areas and living areas such as the kitchen, garage, basement or utility room. In homes with only one sleeping area on one floor, a detector is to be placed in the hallway outside the bedrooms as shown in Figure 1. In single floor homes with two separate sleeping areas, two detectors are required, outside each sleeping area as shown in Figure 2. In multi-level homes, detectors are to be located outside sleeping areas and at every finished level of the home as shown in Figure 3. Basement level detectors are to be located in close proximity to the bottom of basement stairwells as shown in Figure 4.

WHERE NOT TO LOCATE DETECTORS:

To avoid false alarms and/or improper operation, avoid installation of smoke detectors in the following areas:

- Kitchens-smoke from cooking may cause a nuisance alarm.
- Bathrooms-excessive steam from a shower may cause a nuisance alarm.
- Near forced air ducts-used for heating or air conditioning-air movement may prevent smoke from reaching detector.
- Near furnaces of any type-air and dust movement and normal combustion products may cause a nuisance alarm.
- The 4 inch "Dead Air" space where the ceiling meets the wall, as shown in Figure 5.
- The peak of an "A" frame type of ceiling-"Dead Air" at the top may prevent smoke from reaching detector.

FURTHER INFORMATION ON DETECTOR PLACEMENT:

For further information about smoke detector placement consult the National Protection Association's Standard No. 74-1984, titled "Household Fire Warning Equipment." For Carbon monoxide alarms, their publication is Recommended Practice #720. These publications may be obtained by writing to the Publication Sales Department, National Fire Protection Association, Batterymarch Park, Quincy, MA. 02269.

CARBON MONOXIDE ALARMS are to be located in every separate sleeping area per NFPA 720 and manufacturer's recommendations.

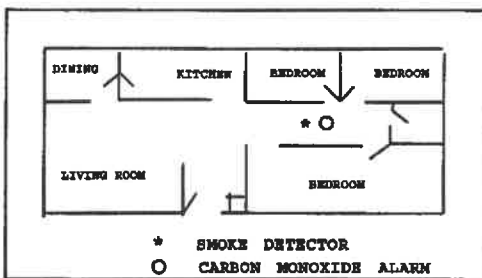


Figure 1

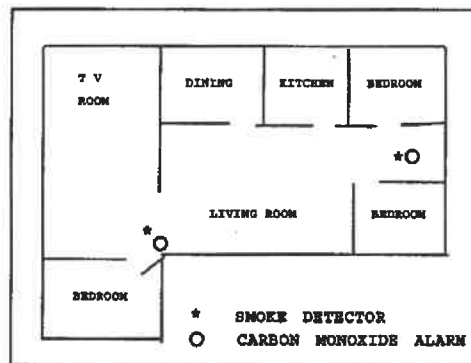


Figure 2

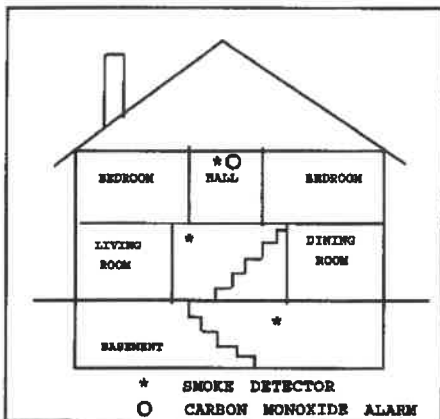


Figure 3

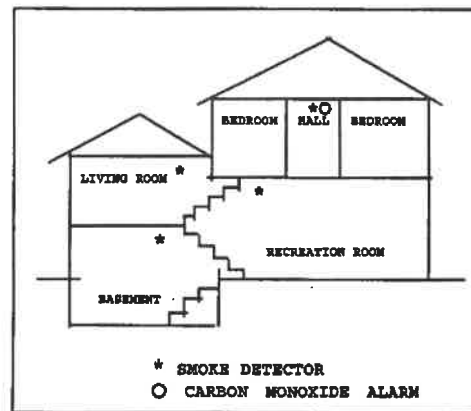


Figure 4

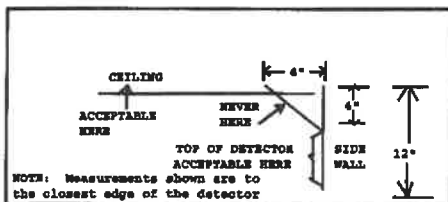


Figure 5

Borough of Englewood Cliffs
Building Department
482 Hudson Terrace Englewood Cliffs, NJ 07632
201-568-9262

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 be including 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 the 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.

**Department of Community Affairs
Memorandum**

To: Construction Officials

From: William M. Connolly
Director Division of Codes and Standards

Date: April 4, 2003

Subject: Carbon Monoxide Alarms in One/Two Family Dwellings

**CARBON MONOXIDE (CO) ALARMS
SHALL BE INSTALLED WITHIN 10 FEET
OF ALL SLEEPING AREAS.**

The Notice of Adoption of the requirement for the installation of carbon monoxide (CO) alarms in one- and two-family dwellings will appear in the April 7, 2003, issue of the New Jersey Register. Please be advised that the six-month grace period does not apply to this rule because the requirement for the installation of a CO alarm has no impact on the design of a home and may be addressed as an inspection item. CO alarms are required in one- and two-family dwellings effective immediately.

If you have any questions regarding the requirement for CO alarms, please call the Code Assistance Unit at 609-984-7609.

**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, if 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