



MARK M. PARK
MAYOR

BOROUGH OF
Englewood Cliffs
NEW JERSEY

OFFICE OF THE BUILDING & ZONING DEPARTMENT

GINO TESSARO
CONSTRUCTION OFFICIAL

CERTIFICATE FOR ZONING COMPLIANCE RENTAL

Site Address: _____ Block _____ Lot _____ Zone: _____

Current Owner: _____

Address: _____

Phone #: _____

Email: _____

Buyer/Tenant: _____

Telephone # _____

Email: _____

Realtor: _____

OFFICE USE

Certificate #: _____

Date Issued: _____

Fee Received: _____

Lease Dates: _____

Inspection Date: _____

Please Check One:

Property will be used as: ☐ Rental Property
() One Family () Two Family () Apartment () Other

Existing Property Inventory:

Number & Location Per Floor

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

As required by Borough ordinance, an inspection of these premises reveals that there are no imminent hazards/zoning infractions and the premises are in compliance with the Zoning Ordinance of the Borough of Englewood Cliffs, NJ for continued occupancy.

Applicant Signature

Construction Official





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ZONING CERTIFICATION OF INSPECTION COMPLIANCE

Rentals **MUST** attach a copy of our **Lead-Safe** or **Lead-Free** Certificate along with a complete signed copy of the lease agreement.

Payment:

Please include payment by check only payable to "Borough of Englewood Cliffs" with your application.

If move in date is OVER 2 weeks away from date submitted, fee is \$100.00.

If move in date is LESS than 2 weeks away from date submitted, fee is \$150.00.

Re-inspection and/or additional inspection fee shall be \$50.00 and must be paid prior to re-inspection.

*NOTE: we cannot process your application or schedule the inspection without payment and completed application.

Inspection can be scheduled for either a Monday or Wednesday from 9 am – 11 am
Someone must be on site to meet with our inspector during this time.

This basic checklist is provided to possibly avoid a re-inspection and or fees. There may be other safety issues, not listed, which will be dealt with on a case-by-case basis. This inspection consists of a physical safety inspection and a block and lot review. This will ensure your property is being used as it was designed for as per local zoning land use regulation.

1. **OUTSTANDING PERMITS:** Open or outstanding permits must have final inspections and be **closed**. The inspection for compliance will not be scheduled until all permits are closed. Residents who are selling their home should call the office ahead of time at 201-568-9262 to ensure this is taken care of.
2. **HOUSE NUMBER:** Numbers to your house/building **MUST** be visible in case of an emergency as per borough ordinance 10-7.2e see attached.
3. **HANDRAILS:** Must be firmly fastened, maintained and capable of supporting normal imposed loads. Every interior and exterior flight of stairs having more than four (4) risers must have a handrail on one side of the stairs. Every open portion of stairs, landing, balcony, porch, ramp, deck or railing surface that is more than thirty (30) inches from the floor or grade shall have guards.
4. **FIRE PREVENTION:** Attached is the application to be completed and submitted with payment. Fire Prevention will perform the inspection for residential certification of smoke and carbon monoxide detector compliance. Once Fire Prevention submits certificate to building/zoning dept both certificates will be ready for pick up.





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PROPERTY MAINTENANCE CODE SECTION 10-7.2e

House /Building Number

All buildings, whether residential or commercial, shall have prominently displayed the address of said building in order to promote public safety in regard to fire and police and rescue. Said address shall be clearly visible from the curblane of said building or buildings. No certificate of zoning compliance shall be issued for any building unless it complies with the provisions of the subsection.

A house or building number shall be:

1. In Arabic numerals or letters.
2. A minimum height of three inches. If a house or building is set back more than 50 feet from the curblane, the numbers shall have a minimum height of six inches and be clearly legible from the street.
3. Mounted in a secure fashion at the front of the building so as to be clearly visible from the street.
4. Of a contrasting color to the background and arranged in such a manner so as to be clearly legible from the street, both day and night.
5. At least 36 inches above ground level and so placed that trees, shrubs and other obstructions do not block the line of sight of the numbers from the street upon which the building fronts.
6. If the house or building is set back from the street in a location that the provisions of this chapter cannot be complied with, then the owner, occupant or lessee shall, in addition to displaying the number of the building, provide a post, rod or other type of fixture of a substantial and permanent nature with the number and a directional symbol affixed thereon and so located on the premises that the number and directional symbol shall be conspicuous and visible from the street upon which the building property fronts.
7. All numbers shall be easily discernible at night with the aid of an emergency support light.





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**OWNER/TENANT CERTIFICATION
FOR RENTAL PROPERTY ONLY**

Date: _____

Owner Name: _____

Owner Address: _____

Owner Phone # _____

Rental Property Address: _____

I _____ owner of _____
Englewood Cliffs understand that the rental of this home must be no less than six months as per the Borough's Ordinance and that the Borough does not allow any type of Air B&B rentals. Violation of any part of the Borough's ordinance, the property owner will be issued a violation that they would have to abate.

Owner:

Tenant:





**New Jersey Department of Community Affairs
Division of Codes and Standards
Landlord-Tenant Information Service**

**REGULATIONS FOR THE LANDLORD IDENTITY
REGISTRATION FORM**

N.J.A.C. 5:29-1.1

Printed June 2011

5:29-1.1 Applicability

- (a) Pursuant to N.J.S.A. 46:8-28 and 46:8-29, the form prescribed by this subchapter is required to be given by landlords to tenants in single unit dwellings and in two – unit dwellings that are not owner-occupied and to be filed in the office of the clerk of the municipality in which any such single unit dwelling or two-unit dwelling is situated.
- (b) Tenants in multiple dwellings are required to be given a copy of the certificate of registration filed with the Bureau of Housing Inspection in accordance with N.J.S.A. 55:13A-12, N.J.S.A. 46:8-28 and N.J.A.C. 5:10-1.11. **(Contact the Bureau of Housing Inspection, P.O. Box 810, Trenton, New Jersey 08625 (609) 633-6240 for registration applications for buildings with three or more dwelling units)**

THE ATTACHED FORM IS TO BE FILED WITH THE MUNICIPAL CLERK AND DISTRIBUTED TO TENANTS IN SINGLE UNIT DWELLINGS AND IN TWO UNIT DWELLINGS THAT ARE NOT OWNER-OCCUPIED. (DO NOT SEND THIS STATEMENT TO LANDLORD-TENANT INFORMATION SERVICE)

Similar forms may be obtained from private sources. You may obtain a copy of the form by faxing your request to (609) 609-292-2839 or by writing to:

**New Jersey Department of Community Affairs
Division of Codes and Standards
Bureau of Homeowner Protection
Landlord-Tenant Information Service
P.O. Box 805
Trenton, New Jersey 08625-0805**

LANDLORD IDENTITY REGISTRATION STATEMENT **ONE AND TWO-UNIT DWELLING REGISTRATION FORM**

The form of the certificate of Registration to be filed with the municipal clerk and distributed to tenants by owners or non-owner occupied one and two unit dwellings shall be substantially as follows:

(1) Property Address:

(2) The names and addresses of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:

(3) If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows:

☐ Record owner is not a corporation.

(4) If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person who resides in the county and is authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owner(s) is as follows:

☐ The addresses of all record owners in the county in which the dwelling is located:

(5) The name and address of the managing agent is as follows:

☐ There is no managing agent.

(6) The name and address (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service is as follows:

☐ There is no superintendent, janitor, custodian or other person employed to provide regular maintenance service.

- (7) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures, is as follows:

- (8) The names and addresses of all holders of recorded mortgages on the property are as follows:

☐ There is no recorded mortgage on the property.

- (9) If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

☐ The building is not heated by fuel oil

☐ The building is heated by fuel oil, but the landlord does not furnish heat.

Date

Landlord or Authorized Representative

SEND COMPLETED FORMS TO TENANTS AND MUNICIPAL CLERKS ONLY



BOROUGH OF
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OFFICE OF FIRE PREVENTION BUREAU

MARK M. PARK
MAYOR

THOMAS QUINTON
FIRE INSPECTOR

Application for a RENTAL Certificate of Compliance (COC)
Ord#2026-12

DATE: _____

PROPERTY ADDRESS: _____ APT/UNIT NO.: _____

BLOCK: _____ LOT: _____ YEAR BUILT: _____ OWNER OCCUPIED: YES _____ NO _____

Check ONE: 1 Family: ____ 2 Family: ____ 3 Family: ____ Apt.: ____ Townhouse: ____ Commercial: ____

PROPERTY OWNER: _____

PROPERTY OWNER'S ADDRESS (MAILING/RESIDING): _____

PROPERTY OWNER'S EMAIL ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ TELEPHONE: _____

RENTER'S NAME: _____ TELEPHONE: _____

CONTACT FOR INSPECTION: NAME _____ PHONE: _____

RENTERS EMAIL ADDRESS: _____

REQUIREMENTS:

1) Check payment made payable to the Borough of Englewood Cliffs for Inspections as follows:

Requests made more than ten (10 Business days prior to inspection \$125.00

Requests made four (4) to ten (10) business days prior to inspection \$150.00

Requests made fewer than four (4) business days prior to inspection \$200.00

Inspections that fail are subject to additional fees. \$50.00 re-inspection per occurrence

2) Include the name and telephone number of the contact person responsible for meeting the inspector. The inspector will NOT call before arriving and exact arrival times will not be given out. Inspections on Monday & Wednesday from 11 am -1 pm.

3) All pages of information on the application shall be read and filled out completely.

4) All requirements on the COC Affidavit pertaining to the unit/building being inspected shall be complied with.

5) No one is permitted to occupy the premises prior to approval from the Fire Prevention Bureau.

6) A COC will only be issued once all open building permits are closed; and all taxes, penalties and/or fees due to the Borough are paid.

7) OWNERS: A COC must be applied for before a property is rented out and before the tenant moves in.

I have read the requirements for obtaining a Certificate of Compliance and fully understand and agree to comply with the requirements.

Printed Name of Property Owner

Property Owner's Telephone Number

Signature of Property Owner

Property Owner's E-Mail Address

FOR OFFICE USE ONLY: CERTIFICATE # _____ CHECK #: _____

INSPECTION DATE SCHEDULED: _____



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Smoke/Carbon Dioxide (CO) Detectors / Fire Door

SMOKE DETECTORS SHALL BE LOCATED:

- If constructed prior to 1977 - on each level of dwelling and within 10 feet of sleeping areas. Detectors may be battery powered provided they utilize a 10-year sealed battery.
- If constructed between 1977 and 1983 - 110V Smoke Detector in the basement, and within 10 feet of all sleeping rooms. No interconnection or battery back-up required; however, battery backup is strongly recommended. Battery operated smoke detection is required on all other levels and shall utilize only 10-year sealed battery detectors.
- If constructed between 1984 and 1989 - 110V Smoke Detector on each level of dwelling, and within 10 feet of all sleeping rooms. All smoke detectors shall be interconnected. Battery back-up is not required but is strongly recommended.
- If constructed between 1990 and 1992 - 110V Smoke Detector with battery back-up located on each level of the structure, inside of each sleeping room, and within 10 feet outside of sleeping rooms. All smoke detectors shall be interconnected. Battery back-up is required unless the building is fully sprinklered. Nevertheless, battery back-up is strongly recommended.
- If constructed between 1993 and 1999 - 110V Smoke Detectors with battery back-up located on each level of the structure, inside of each sleeping room, and within 10 feet outside of sleeping rooms. All smoke detectors are to be interconnected. Smoke detection is not required in bedrooms if building is fully sprinklered. Battery back-up is not required if building is fully sprinklered. Nevertheless, battery back-up is strongly recommended.
- If constructed between 2000 and present - 110V Smoke Detectors with battery back-up located on each level of the structure, inside all sleeping rooms, and within 10 feet outside of sleeping rooms. All smoke detectors are to be interconnected. (Note: There are no battery back-up exemptions for a fully sprinklered building.)
- If this residence has a low voltage fire alarm system, it must be maintained by a licensed fire alarm company and must be monitored by central station.



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Notes:

1) SMOKE DETECTORS

1. All Smoke Detectors with a manufacture date greater than 10 years must be replaced.
Detector Date of Manufacture (located on back of detector): _____
2. All battery-operated smoke detectors shall be of the 10-year sealed battery type and **MUST** be UL-listed or ETL-Listed.
3. Smoke Detectors shall be installed securely at the highest point of the ceiling or, for level ceilings, may be installed on a wall between 4 and 12 inches below the ceiling.
4. Smoke Detector operation shall be tested monthly. Backup batteries in 110V detectors shall be changed once a year to assure proper operation. Unless equipped with a ten year sealed battery.

2) CARBON MONOXIDE DETECTORS SHALL BE LOCATED:

- A. Within 10 Feet of all sleeping areas;
- B. On every level of the dwelling;
- C. Immediately outside of any room containing a fuel-burning appliance;
- D. In close proximity to the entrance of an attached garage;

Notes:

1. All Carbon Monoxide Detectors with a manufacture date greater than 5 years shall be replaced unless manufacturer's literature allows for a longer period. In that case, submit the manufacturer's literature with this affidavit.
Detector Date of Manufacture (located on back of detector): _____
2. Carbon monoxide detection that is part of a combination smoke/carbon monoxide detector with a 10-year sealed battery is good for 10 years from date of manufacture.

3) APARTMENT ENTRY DOORS:

- A. All doors separating dwelling units from common hallways shall be self-closing and self-latching. Check operation by opening the door halfway and verifying that the door fully closes and latches on its own.
- B. Double-keyed cylinder deadbolt locks are prohibited on egress doors.



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SECONDARY POWER SOURCE IDENTIFICATION

- A label must be installed with-in 18 inches of the main electrical panel and electrical meter warning of the dangers associated with secondary power sources.
- A secondary power source may include permanently installed internal combustion generators, solar panels, battery storage systems, or any other supplemental source of electrical energy to the primary power supply.
- The label, compliant with ANSI Z535.4, must be marked with the wording similar to “CAUTION: MULTIPLE SOURCES OF POWER” and may not be handwritten.



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INSPECTORS CHECKLIST FOR SMOKE AND CARBON MONOXIDE COMPLIANCE

SMOKE DETECTION:

ARE THE SMOKE DETECTORS WITH-IN 10 YEARS OLD? Y N

ARE SMOKE DETECTORS 110 VOLT WITH 10 YEAR BATTERY BACK-UP Y N

ARE SMOKE DETECTORS 10 YEAR BATTERY OPERATED ONLY Y N

HOW MANY DETECTORS ON FLOOR 1 _____ TYPE 110 BATTERY LOW VOLTAGE COMBO

HOW MANY DETECTORS ON FLOOR 2 _____ TYPE 110 BATTERY LOW VOLTAGE COMBO

HOW MANY DETECTORS ON FLOOR 3 _____ TYPE 110 BATTERY LOW VOLTAGE COMBO

CARBON MONOXIDE DETECTION:

ARE CARBON MONOXIDE DETECTORS LOCATED WITH-IN 10 FEET OF THE SLEEPING AREA Y N

ARE CARBON MONOXIDE DETECTORS WITH-IN TEN YEARS OLD Y N

HOW MANY DETECTORS ON FLOOR 1 _____ TYPE PLUG-IN BATTERY COMBO

HOW MANY DETECTORS ON FLOOR 2 _____ TYPE PLUG-IN BATTERY COMBO

HOW MANY DETECTORS ON FLOOR 3 _____ TYPE PLUG-IN BATTERY COMBO

SELF CLOSING SELF LATCHING FIRE RATED DOORS:

ARE APARTMENT DOORS SELF CLOSING, LATCHING AND FIRE RATED Y N

CERTIFICATE TO BE ISSUED Y N DATE ISSUED: _____

INSPECTOR SIGNATURE: _____