



MARK M. PARK
MAYOR

BOROUGH OF
Englewood Cliffs
NEW JERSEY

OFFICE OF THE BUILDING & ZONING DEPARTMENT

GINO TESSARO
CONSTRUCTION OFFICIAL

CERTIFICATE FOR ZONING COMPLIANCE RESALE

Site Address: _____ Block _____ Lot _____ Zone: _____

Current Owner: _____

Address: _____

Phone #: _____

Email: _____

OFFICE USE

Certificate #: _____

Date Issued: _____

Fee Received: _____

Buyer/Tenant: _____

Telephone # _____

Email: _____

Realtor: _____

Inspection Date: _____

Telephone: _____

Please Check One:

Property will be used as _____ Primary Residence _____ Commercial 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

Payment:

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

If closing date is OVER 2 weeks away from date submitted, fee is \$100.00

If closing 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.





BOROUGH OF
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OFFICE OF FIRE PREVENTION BUREAU

MARK M. PARK
MAYOR

THOMAS QUINTON
FIRE INSPECTOR

Application for a SALE Certificate of Compliance (COC)
Ord#2026-12 & N.J.A.C. 5:70-2.3

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: _____

BUYER'S NAME: _____ TELEPHONE: _____

BUYER'S CURRENT ADDRESS: _____

BUYER'S EMAIL ADDRESS: _____

The following is ONLY to be filled out if a previously COC'd tenant is staying on through the sale. If a new tenant is moving in, you must fill out a new COC application.

CONTACT FOR INSPECTION: NAME _____ PHONE: _____

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 closing date of sold property.

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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OFFICE OF FIRE PREVENTION BUREAU

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THOMAS QUINTON
FIRE INSPECTOR

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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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: _____