

BOROUGH OF NEW PROVIDENCE  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
360 Elbrook Avenue  
New Providence, NJ 07974  
PH (908) 665-1098  
FAX (908) 665-8361

Log #: _____
By: _____
Date Rec'd: _____

## RESALE/RENTAL APPLICATION FOR RESIDENTIAL CONTINUED CERTIFICATE OF OCCUPANCY

PLEASE PRINT OR TYPE

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ CLOSING DATE \_\_\_\_\_

RESALE CCO  RENTAL CCO

PRESENT USE:  1-family  2-family;  multi-family (#units \_\_\_\_\_)  condo  townhouse  apt

ADDRESS TO BE INSPECTED \_\_\_\_\_ APARTMENT # \_\_\_\_\_

NEW OWNER/RENTERS NAME \_\_\_\_\_

NAME OF BUILDING OWNER \_\_\_\_\_

ADDRESS OF OWNER \_\_\_\_\_

PHONE # \_\_\_\_\_ BUSINESS PHONE # \_\_\_\_\_

PRINT AGENT NAME \_\_\_\_\_ AGENT PHONE # \_\_\_\_\_

Answer either yes or N/A:

- \_\_\_\_\_ Working Smoke Detectors on each level of the dwelling, excluding attic and crawl spaces
- \_\_\_\_\_ Carbon Monoxide Alarm installed and working
- \_\_\_\_\_ Fire Extinguisher installed
- \_\_\_\_\_ Swimming pool fences and gates are in place and operative
- \_\_\_\_\_ House numbers
- \_\_\_\_\_ Illegal sump pumps, roof drains and other connections to sanitary sewer eliminated
- \_\_\_\_\_ Construction permits have been obtained and closed for all work
- \_\_\_\_\_ Plumbing, electrical, fire and building hazards have been eliminated
- \_\_\_\_\_ Use conforms with applicable zoning ordinance requirements

SIGNATURE OF OWNER OR AGENT \_\_\_\_\_ DATE \_\_\_\_\_

*To the best of my knowledge, this property is in conformance with the requirements for a Certificate of Continued Occupancy as outlined in the  
handout provided. All smoke detectors have been installed in accordance with the regulations and are in working order.*

**FEE MUST ACCOMPANY APPLICATION:** Make checks payable to the Borough of New Providence

1. 1 or 2 family detached dwellings - \$100.00 per unit
2. Multi-family dwellings, townhouse, condos - \$100.00 per unit
3. Apartment buildings - \$50.00 per unit

*(fee includes 1<sup>st</sup> reinspection, additional inspections \$25.00 each)*

*Allow at least 10 business days prior to closing*

**NO CERTIFICATES WILL BE ISSUED WITHOUT THE ABATEMENT OF ANY OUTSTANDING PERMITS, VIOLATIONS OR WORK  
CONDUCTED WITHOUT PROPER APPROVALS.**

### FOR OFFICE USE ONLY

CERTIFICATE NO: \_\_\_\_\_

REQUESTED DATE & TIME OF INSPECTION \_\_\_\_\_

APPROVAL DATE \_\_\_\_\_ INSPECTOR \_\_\_\_\_

1). FAILED INSPECTION DATE \_\_\_\_\_ INSPECTED BY \_\_\_\_\_

2). FAILED INSPECTION DATE \_\_\_\_\_ INSPECTED BY \_\_\_\_\_

VIOLATIONS FOUND (LIST ON BACK) \_\_\_\_\_ VIOLATIONS CHECKED BY \_\_\_\_\_

OPEN PERMITS?  YES  NO \_\_\_\_\_

TYPE OF PAYMENT  CASH  CHECK # \_\_\_\_\_  CREDIT CARD  
RE-INSPECTION PYMT  CASH  CHECK # \_\_\_\_\_  CREDIT CARD

**BOROUGH OF NEW PROVIDENCE**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT**  
Certificate of Continued Occupancy Check List

1. **Smoke & Carbon Monoxide Detectors** - Required by State of NJ to be located in the vicinity of each bedroom door. **PLEASE NOTE:** *If your dwelling is equipped with a hard-wired electric interconnected smoke/CO system in accordance with building code regulations during construction, these systems must remain in place and operated as intended throughout the life of the building.*
2. **Smoke Detector placement** - The best location is on the ceiling, although the wall is allowed. The usual placement in the basement & first floor is within three feet of the opening of the stairway on the ceiling. (*guidelines attached*)
3. **Fire Extinguisher** - Required by the State of NJ portable Fire Extinguisher must be mounted in an accessible location within 10 ft. of each kitchen area. The size shall be no smaller than 2A: 10B:C rated for residential use and weigh no more than 10lb.
4. **Electrical covers** - Proper electrical device covers are needed on all electrical switches, outlets and junction boxes. Do not forget the covers behind the couch or dresser.
5. **Extension/Zip covers** - These items are for a temporary use only and are not permitted; they cannot pass through a wall or floor. They are commonly found stapled to the baseboards of older homes. Remember to unplug or shut off the power source before attempting to remove them.
6. **Pressure relief discharge pipe** - The pipe is required on boilers and water heaters, this should discharge around six to eight inches off the floor. Yes a permit is needed to replace the water heater.
7. **Gas piping** - Must be properly strapped with shut off valves near appliance. If the appliance is removed the gas pipe must be capped. Aluminum gas piping is not permitted.
8. **Clearances to combustibles** - Provided required space around fuel burning appliances. Follow manufacturer requirements.
9. **Pool requirements** - All pools are to be protected in the proper manner such as fencing and gates according to state code
10. **Street numbers** - Numbers to your house should be visible in case of and emergency, numbers should have 1/2 inch stroke a minimum of 3 inches in height and must be visible from the street.
11. **Site triangle** - maintain adequate clearance between the street and vegetation on your property. Corner lots cannot restrict visibility of pedestrians and motor vehicles.

12. **Sump pump discharge** – roof drain or other connections to sanitary sewers are illegal and shall be eliminated.
  13. **Roofs, leader pipe and water runoff** - The roof shall be sound, tight and not have defects that admit rain. The leader pipes should terminate at the ground and discharge the water away from your foundation and not into the neighbors yard.
  14. **Construction permits** – have been obtained and certificates have been issued for all work as required by the NJ Uniform Construction Code or other State law;
  15. **Use of property** – conforms to applicable zoning ordinance requirements.
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**Permits are required to:** remodel your kitchen and/or bathroom. Did you finish off the basement or attic, use it as an additional bedroom? The intended use of some areas were not designed to be used for habitable space. State building codes dictate certain safety requirements that must be installed or altered for adding additional living space.

**THESE ARE STATE MANDATED BUILDING CODES.**

**NOTE:** The above listed check list items are not intended to be all-inclusive, but are only a partial listing of the most frequently found violations during Certificate of Occupancy

It is recommended that the Certificate of Occupancy Inspection be conducted as soon as the contract is signed. Stop by the Building Department and fill out an application or call us at (908)665-1098. Inspections can be scheduled when the payment is received.

**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 each sleeping areas as shown in Figure 1. In single floor homes with two separate sleeping areas, two detectors are required, outside each sleeping areas 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 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 detector placement consult the National Protection Association's Standard No. 74-1984, titled "Household Fire Warning Equipment." This publication 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.

**WHERE TO LOCATE FIRE EXTINGUISHER:**

Within 10 feet of the kitchen and located in the exit or travel path; and is visible and in a readily accessible location. The top of the fire extinguisher is not more than 5 feet above the floor and is mounted using manufactures hanger or brackets. Minimum size of 2A:10B:C and weigh no more than 10 pounds, is accompanied with the owners manual or with the proper written instructions. The extinguisher is listed, labeled, charged and operable. The extinguisher must have been serviced and tagged by a contractor certified by the New Jersey Division of Fire Safety within the past 12 months or seller must provide a recent proof of purchasing receipt.

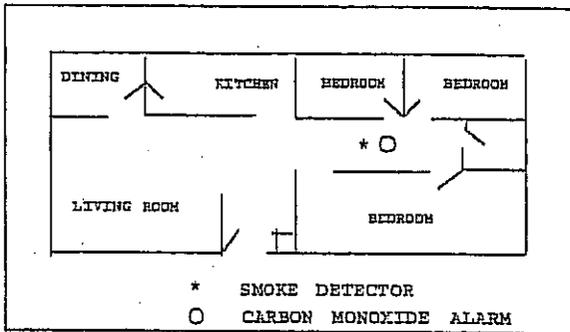


Figure 1

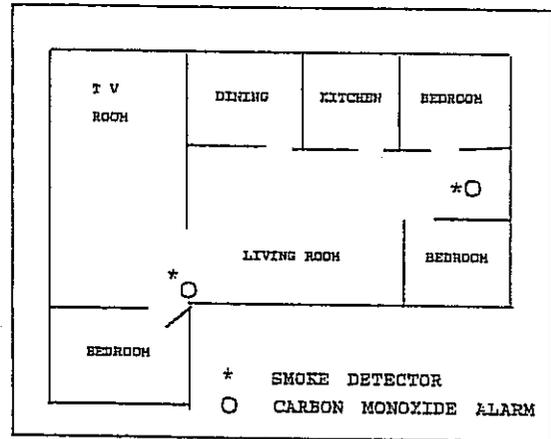


Figure 2

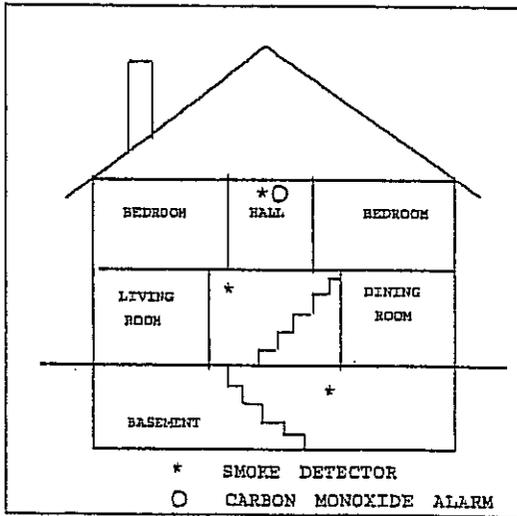


Figure 3

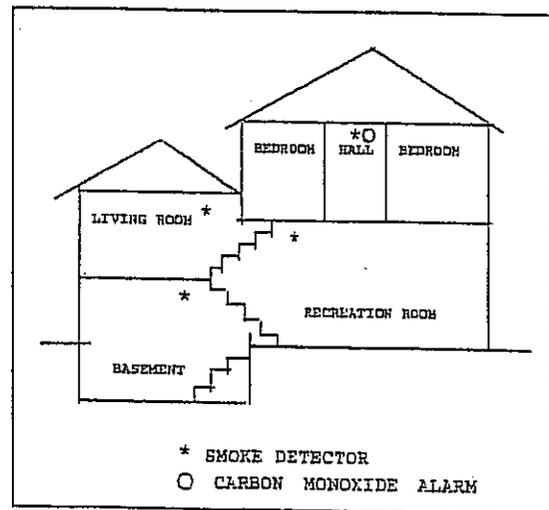


Figure 4

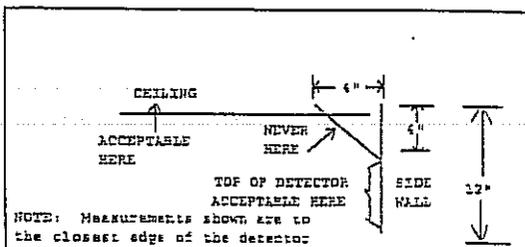


Figure 5

As per NFPA all smoke and carbon monoxide detectors cannot be older than 10 years

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DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF FIRE SAFETY  
MEMORANDUM

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**TO:** ALL LOCAL ENFORCING AGENCIES  
**FROM:** LOUIS KILMER, CHIEF – BUREAU OF FIRE CODE ENFORCEMENT  
**SUBJECT:** REQUIREMENTS FOR FIRE EXTINGUISHERS IN ONE- AND TWO-FAMILY DWELLINGS  
**DATE:** NOVEMBER 15, 2005

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The Legislature amended and enacted P.L.1991, c. 92 (C.52:27D-198.1), requiring that all one- and 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 1, 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- and two-family dwellings (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 manufacturer must be used;
- 5) The extinguisher must be located within 10 feet 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.