



BOROUGH OF BERGENFIELD

198 NORTH WASHINGTON AVENUE
BERGENFIELD, NEW JERSEY 07621

CONSTRUCTION CODE DEPT.
(201) 387-4055 EXT. 1-4092
FAX: (201) 385-7376

APPLICATION FOR CERTIFICATE OF CONTINUED OCCUPANCY FOR ONE FAMILY, TWO FAMILY, AND MULTIPLE DWELLINGS

- One Family (\$50.00 + Fire Fee) _____ Two Family (\$75.00 + Fire Fee) _____
Multiple Family Dwelling (\$25.00 each unit + Fire Fee) _____
- Property Address: _____ Block: _____ Lot: _____
- Purpose: Sale Rental
- Closing Date: _____
- Contact Name: _____ Phone Number: _____
- Owner Name(s): _____ Address: _____
- Purchaser / Tenant Name(s): _____ Phone Number: _____
- Purchaser / Tenant Address: _____

	Quantity & Location			
	Basement	First Floor	Second Floor	Third Floor
9. Kitchens:	[]	[]	[]	[]
10. Bath:	[]	[]	[]	[]
11. Bedrooms:	[]	[]	[]	[]
12. Garage: # _____ Location: _____	[] Attached [] Detached		Size: _____ x _____	
13. Sheds: # _____ Location: _____	Size: Width _____	Height _____	Length _____	
14. Patio(s): # _____ Location _____	Size: Width _____	Height _____	Length _____	
15. Pool: # _____	[] Above Ground [] Below Ground		Size: _____	

16. Number of people who will be occupying premises: _____

17. Maximum permitted occupancy: _____

The above name owner(s) does hereby attest that this property was used as represented for sale / rental as a [one family/two family/other] _____

Signature of Owner(s): _____

Sworn to and subscribe before me this _____ day of _____

Notary Public: _____

The above named purchaser / tenant(s) does hereby attest that this property will be used as a [one family/two family/other] _____

Signature of Purchaser/Tenant(s): _____

Sworn to and subscribe before me this _____ day of _____

Notary Public: _____



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APPLICATION FOR ONE & TWO FAMILY DWELLING CERTIFICATION OF SMOKE DETECTOR AND CARBON MONOXIDE ALARM COMPLIANCE (CSDCMAC)

Dwelling Location: Block: _____ Lot: _____
(not mailing address) Street: _____
Municipality: _____ County: _____

NOTE ALL BOXES MUST BE CHECKED IN ORDER FOR CERTIFICATION TO BE VALID

- Smoke Detectors on each level of the dwelling, including basements, excluding attic or crawl space; and
- Smoke Detectors and Carbon Monoxide Detector outside each separate sleeping area; and (within 10 feet of bedrooms)
- All smoke detectors and carbon monoxide detectors are in working order

This is a _____ story dwelling with without a basement

The smoke detectors required above shall be located in accordance with NfiPA 74. The detectors are not required to be interconnected. Battery powered detectors are acceptable. AC powered and/or interconnected smoke detectors installed in home constructed before January, 1977 shall be maintained in working order. See diagrams on the back of this application for further information.

CSDCMAC CERTIFICATES ARE VALID FOR SIX (6) MONTHS

Contact Person: _____ Phone #: _____ Closing Date: _____

I do hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I will subject to penalty.

Sworn and subscribed to before me this _____ day of _____ 20 _____

Notary Signature

Applicant Signature

Printed Name

Note: A check or money order made payable to Borough of Bergenfield must accompany this application. The application fee for a certificate of smoke detector and carbon monoxide alarm compliance (CSDCMAC), as required by N.J.A.C 5:70-2.3, shall be based upon the amount of time remaining before the change of occupant is expected, as follows: 1. Requests for a CSDCMAC received more than 10 business days prior to the change of occupant: \$35.00; 2. Requests for a CSDCMAC received 4 to 10 business days prior to change of occupant: \$75.00; and 3. Requests for a CSDCMAC received fewer than 4 business days prior to the change of occupant: \$125.00. Please allow 2 to 4 weeks for processing and delivery. A CSDCMAC shall not be transferable. If the change of occupancy specified in the application for a CSDCMAC does not occur within 6 months, a new application shall be required.

FOR OFFICE USE ONLY

Collected by: _____ Date: _____ Check Number: _____



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AGREEMENT OF USE REGARDING BASEMENT/ATTIC

Block _____ Lot _____ Property Address _____

Proposed Buyer _____

The above referenced property is receiving a Certificate of Continued Occupancy as a _____
Family dwelling in accordance with the stipulation below.

The basement/attic area of the premise may **NOT** be used for an exclusive dwelling unit. The
basement/attic may only be used by the occupants of the first floor/second floor apartment in
conjunction with their tenancy. The basement/attic may **NOT** contain any sleeping areas or
bedrooms. No cooking facilities may be installed in the basement/attic portion of the premises.

Signature of Purchaser _____ Date _____

Attached Stamp of Notary Below



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Checklist for Certificate of Occupancy

1. Make sure walkways are in good condition, not broken, or lifted as it causes a tripping condition.
2. All exterior stairs to be in good condition. All stairs must have handrails.
3. All roofs to be in good condition.
4. Gutters and leaders in good condition.
5. Paint to be in fair to good condition on exterior.
6. Street number to be posted on or close to the door.
7. Plumbing wastes and water supply lines must be not leaking and in good condition.
8. If you have a sump pump it must drain to outside of building and cannot be connected to sewer line.
9. All heating equipment and hot water heaters must be vented into chimney and sealed sewer line.
10. All interior stairs must have handrails.
11. All garbage and trash to be removed from property.
12. All overgrowth must be cut back and cleaned up.
13. No unregistered vehicles or car parts stored on property.
14. Repair all broken window glass.
15. Install smoke detectors on each level.
16. Install carbon monoxide detectors within 10 feet of bedrooms.
17. Install dead bolt locks on exterior doors. They are to have thumb latches inside (not key lock)
18. Extension tube on water heaters must go from relief valve to within 12" from floor.
19. Any basement kitchens not installed with a building permit must be removed.
20. Fire extinguishers required see attached.



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DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF FIRE SAFETY
MEMORANDUM

TO: ALL LOCAL ENFORCING AGENCIES
FROM: LOUIS KILMER, CHIEF-BUREAU OF FIRE CODE ENFORCEMENT
SUBJECT: REQUIREMENTS FOR FIRE EXTINGUISHERS IN 1-AND 2-FAMILY DWELLINGS
DATE: NOVEMBER 15, 2005

The Legislature amended and enacted P.I.1991, c. 92 (C.52.27D-198.1), requiring that all 1- and 2-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 follow:

1. At least one portable fire extinguisher shall be installed in all 1-and 2-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 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 statue should be cited for enforcement purposes. The correct citation is N.J.S.A. 52:27D-198.1.

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



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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.

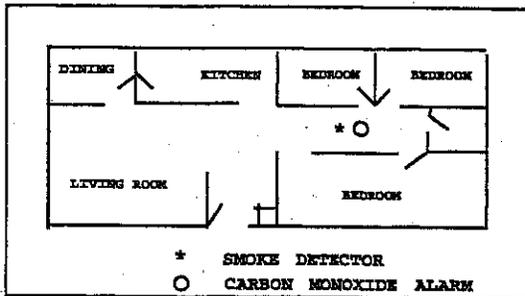


Figure 1

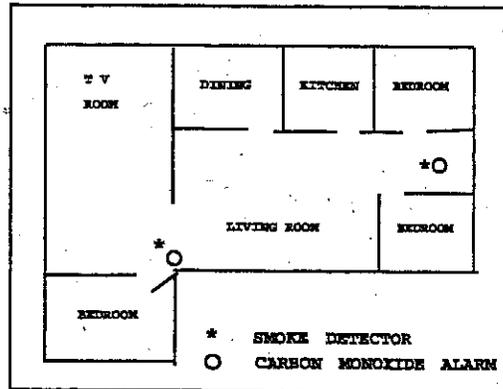


Figure 2

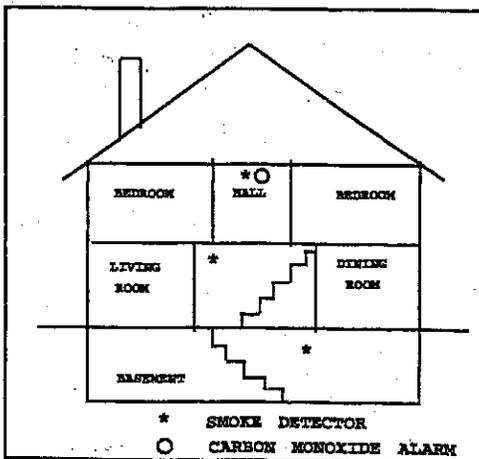


Figure 3

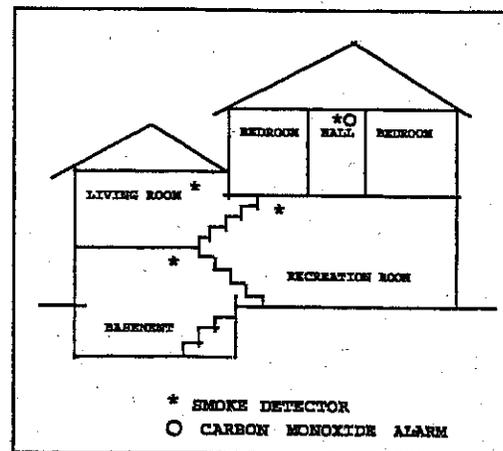


Figure 4

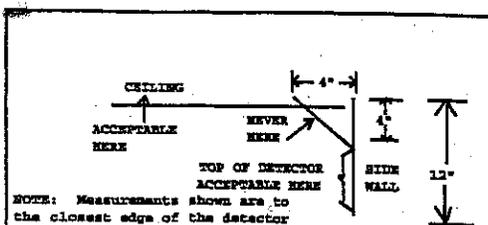


Figure 5