



BOROUGH OF ESSEX FELS

CODE ENFORCEMENT DEPARTMENT

255 ROSELAND AVENUE

ESSEX FELS, NJ 07021

(973)226-3400 FAX (973)228-4439

**APPLICATION FOR A CONTINUED CERTIFICATE OF OCCUPANCY
ON A RE-SALE OF A RESIDENTIAL DWELLING**

DATE OF INSPECTION _____ (FOR OFFICE USE)

() CHECK # _____

COLLECTED BY _____

DATE _____

BLOCK _____ LOT _____

ONE _____ TWO _____
\$125 FEE

STREET ADDRESS _____

NAME OF OWNER _____

PHONE # () _____ BUSINESS # () _____

E-MAIL _____

NAME, ADDRESS AND PHONE # OF APPLICANT IF DIFFERENT FROM OWNER:

HAS THE ABOVE PREMISES BEEN THE SUBJECT OF ANY PRIOR APPLICATION TO THE ZONING BOARD
OR PLANNING BOARD TO THE APPLICANTS KNOWLEDGE?

DATE: _____ APPLICANT _____

NAME AND ADDRESS OF POTENTIAL BUYER _____

PURCHASE PRICE: \$ _____

CLOSING DATE: _____

The Township of Essex Fells, Chapter 700, Article XVII Section 700-116, requires that a Certificate of Occupancy shall be applied for and used prior to the sale, conveyance or rental of any property within the Township. Requirements concerning residential property are as follows:

SMOKE DETECTORS: Detection is required on each level of the house including the basement in the vicinity of the stairs. Detectors are also required within 10 feet of each bedroom. Attics require detection if habitable. Smoke detectors mounted on the ceiling should be a minimum of 4 inches from a corner. Detectors mounted on a side wall should be no closer than 4 inches to the ceiling, and no more than 12 inches from the ceiling. Detectors on a tray ceiling are to be located on the highest level within 12 inches of the peak.

CARBON MONOXIDE DETECTORS: Detectors required on each level with bedrooms, to be located outside of and within 10 feet of each bedroom, if the home has a fuel burning appliance and/or attached garage.

SUMP PUMP DISCHARGE: If the structure has a sump pump, it must discharge outside the structure. It is illegal for storm water to be discharge into the sanitary sewer system or on to adjoining property.

ZONING COMPLIANCE: All building shall be in compliance with the appropriate zoning regulation for the area in which the structure is located. Additional information can be obtained from the Zoning officer (NUMBER GOES HERE)

FIRE EXTINGUISHERS: At least one listed, labels, charged, and operable portable fire extinguisher, with a minimum rating of 2A:10B:C rated for residential use, and not weighing more than 10 pounds. The extinguisher is to be visible and in a readily accessible location within 10 feet of the kitchen, near a room exit or travel path to the exterior. The extinguisher is to be mounted utilizing the bracket provided by the manufacturer, with the tip of the extinguisher no higher than 5 feet above the floor.

HOUSE NUMBER: Address numbers shall be a minimum of 4 inches and maximum of 8 inches in height, clearly visible from the street, Arabic in format and style, not less than 4 feet nor more than 10 feet above grade. The numbers shall be securely fastened, weatherproof, and shall be mounted against a contrasting background. If the setback is more than 150 feet from the street the number shall, in addition to other requirements be displayed on a sign readily visible from and within 25 feet of street. Address may be mounted on a post in the front yard.

BUILDING PERMITS: Any open building permits are to be closed by scheduling the required final inspections through the Building Department. No Zoning certificate will be issued until all open building permits are closed.



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www.essexfellsboro.com

Where to Locate Detectors

Detectors are to be located on every level of residence, basement, first floor, second floor, excluding crawl spaces and unfurnished attics and in every separate sleeping area, between sleeping areas and living areas such as kitchen, garage, basement, or utility room. In homes with only one sleeping area on one floor, a detector is to be put 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 should be located outside sleeping areas and at every finished level of the home as shown in figure 3. Basement level detectors should be located at the bottom of basement stairwells as shown in figure 4.

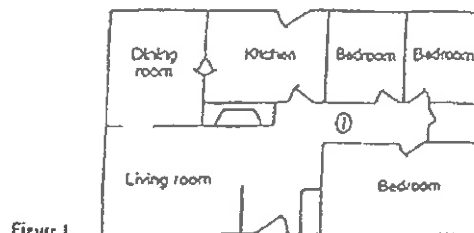


Figure 1.

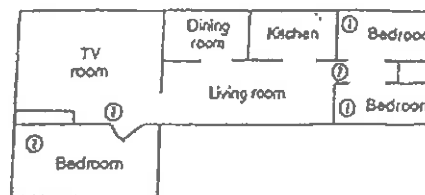


Figure 2.

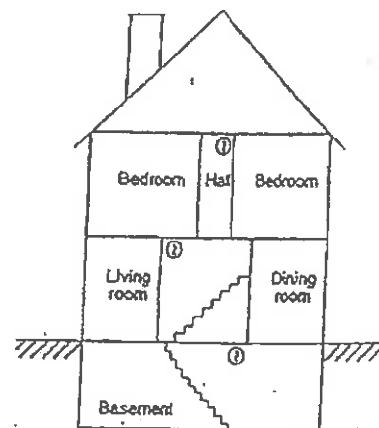


Figure 3.

Where not to locate Smoke Detectors:

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

Kitchens: Smoke from cooking may cause a nuisance alarm.

Bathrooms: Excessive steam from shower may cause a nuisance alarm.

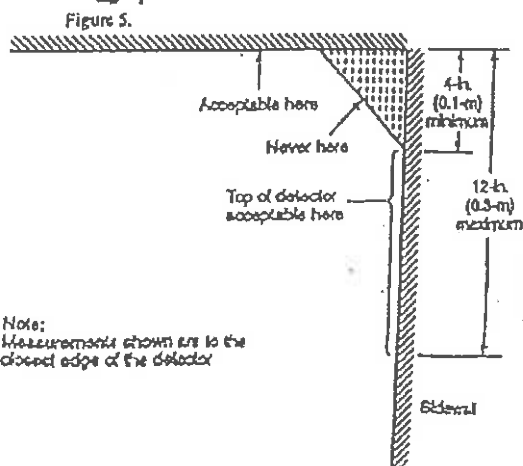
Forced Air Ducts used for heating and air conditioning: Air movement may prevent smoke from reaching detector.

Near Furnaces of any type: Air and dust movement and normal combustion products may cause nuisance alarms.

"The Dead Air Space" where the ceiling meets the wall as shown in figure 5.

The Peak of an A-Frame Type Ceiling:

Dead Air at the top may prevent smoke from reaching detector.



Note:
Measurements shown are to the closest edge of the detector

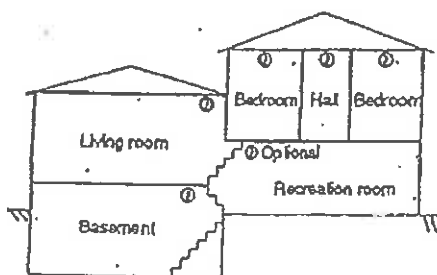


Figure 4.

① Indicates required smoke detector

Two (2) Family Dwellings

Smoke detectors shall be in
The basement area, in the
Vicinity of the bedrooms,
And also front hallway and
Back hallway on each level.



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GUIDELINES FOR RESIDENTIAL HOMES AND CONDOS.

[] 1. AT LEAST 1 PORTABLE FIRE EXTINGUISHER (ABC) SHALL BE INSTALLED IN ALL ONE AND TWO FAMILY DWELLINGS AND CONDOS WITHIN 10 FEET OF THE KITCHEN AREA, IT IS TO BE BETWEEN 2 AND 10 LBS AND BE MOUNTED ON THE WALL.

[] 2. CARBON MONOXIDE DETECTORS ON ALL LEVELS * (MUST BE REPLACED IF OLDER THAN 5 YEARS) **MUST BE UL LISTED**

[] 3. SMOKE DETECTORS UP AND IN WORKING ORDER ON ALL LEVELS (INCLUDING FINISHED WALKUP ATTICS) * (MUST BE REPLACED IF OLDER THAN 10 YEARS) **MUST BE UL LISTED**

[] 4. OUTSIDE OF PROPERTY MUST BE FREE OF TRASH DEBRIS, HIGH GRASS WEEDS, AND NO ACCUMULATION OF ANY KIND.

[] 5. FOUNDATION WALLS MUST BE FREE FROM OPEN CRACKS, BREAKS AND SHALL BE KEPT IN GOOD CONDITION.

[] 6. ALL EXTERIOR WALLS SHALL BE FREE FROM HOLES, BREAKS, AND LOOSE OR ROTTING MATERIALS AND IN GOOD GENERAL REPAIR.

[] 7. FENCES, SHEDS, POOLS AND DECKS SHALL BE IN (GOOD) WORKING CONDITION AND MUST HAVE A PERMIT ON FILE AND COMPLY WITH THE TOWNSHIP.

[] 8. HANDRAILS ARE REQUIRED ON 3 OR MORE RISERS (LANDINGS COUNT) AND PROPERLY SECURED ON ALL INTERIOR AND EXTERIOR LOCATIONS.

[] 9. EVERY OPEN PORTION OF STAIR, LANDING, BALCONY, AND DECK SHALL HAVE A GUARDRAIL.

[] 10. A TAIL PIPE IS REQUIRED ON WATER HEATERS A MAXIMUM OF 6" OFF THE GROUND.

[] 11. ELECTRICAL FIXTURES SHALL BE SECURED (OUTLET COVER, SWITCH PLATE COVER)

[] 12. ALL BASEMENT RENOVATIONS, ADDITIONS, RE-MODELS ARE SUBJECT TO PERMITS AND INSPECTIONS IF THERE ARE NO TOWNSHIP RECORDS.

[] 13. SELF CLOSING DOOR FROM ATTACHED GARAGE TO HOUSE

* Please see attached document for location requirements