



BOROUGH OF PARK RIDGE

55 Park Avenue
Park Ridge, NJ 07656

PHONE: (201) 822-3105
FAX: (201) 391-7130
Website: www.parkridgeboro.com

Dear Property Owner,

Prior to the closing on the sale of residential property, two certificates are required by the borough.

1. **Smoke Detector, Carbon Monoxide Certification and Fire Extinguisher Compliance:** this is a notarized affidavit by the seller that smoke detectors, carbon monoxide alarms and ABC rated fire extinguishers are installed and in operating condition. While the borough reserves the right to inspect a premise prior to issuing the certificate, in general the borough relies on the seller's affidavit.
2. **Certificate of Continued Occupancy (C.C.O.):** This application causes a review of the borough's files to determine if the seller has any open building permits or zoning violations and that the utilities, assessors and tax files are current and up to date. Again, the borough reserves the right to inspect any property before issuing the certificates. The buyer must sign the C.C.O. application.
 - a. The fee for the Certificate of Smoke Detector Compliance is as follows:

More than 10 business days	\$35.00
Less than 10 but more than 4 business days	\$70.00
Four or less business days	\$125.00
 - b. The fee for the Certificate of Continued Occupancy is \$25.00
 - c. The Borough has three employees who are notaries
 - d. Both certificates are issued together
 - e. Unless there are complications, the certificates should be ready within 10 business days

The applications are also available on the borough website.



BOROUGH OF PARK RIDGE

53 Park Avenue
Park Ridge, NJ 07656

(201) 573-1800 x505
FAX: (201) 391-7130
Website: www.parkridgeboro.com

Application for Certificate of Continued Occupancy Resale of Residential Dwelling

BLOCK: _____ LOT: _____ ZONE: _____ DATE: _____

Address of Property: _____

Present Owner of Property: _____

Address of Owner if different from above: _____

Telephone: (Home) _____ (Work): _____

Name of Buyer: (Print) _____

Present Address of Buyer: _____

Telephone: (Home): _____ (Work): _____

Number of persons to occupy premise: Adults: _____ Children: _____

Closing Date: _____ Date of Occupancy: _____

Description of Dwelling: Single Family _____ Two-Family _____ Other _____

As per Chapter 81A, Sewers of the Code of the Borough of Park Ridge, I affirm that there are no illicit connections to the Borough's sewer system, i.e. sump pump.

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 be subject to penalty.

Sworn and subscribe before me this _____ day of _____, 20_____

Notary Signature Seal

Applicant Signature

Printed Name

Application is hereby made for a Certificate of Continued Occupancy for the subject property indicated above.

OFFICE USE ONLY

\$ 25.00 Fee: _____ Received by: _____ Date: _____

Date CCO Issued: _____ Signed: _____

Smoke Certification: _____ CCO Number: _____



BOROUGH OF PARK RIDGE

55 Park Avenue
Park Ridge, NJ 07656

ZONING OFFICER
(201) 822-3105
FAX: (201) 391-7130
Website: www.parkridgeboro.com

APPLICATION FOR ONE & TWO FAMILY DWELLING CERTIFICATION OF SMOKE DETECTOR, CARBON MONOXIDE ALARM & FIRE EXTINGUISHER COMPLIANCE

Dwelling Location Block _____ Lot _____
(not mailing address) Street _____
Municipality PARK RIDGE County BERGEN

NOTE: ALL BOXES MUST BE CHECKED IN ORDER FOR CERTIFICATE TO BE VALID

- Smoke detector on each level of the dwelling, including the basement; excludes attic or crawl space
- Outside each sleeping area; and within 10 feet of bedrooms
- All smoke detectors are in working order
- All carbon Monoxide alarms are in working order
- 1 ABC rated dry chemical extinguisher, no large than 10lbs. within 10 feet of the kitchen and inspected

An inspection shall be conducted by the owner or an authorized representative of the owner. The smoke detectors required above shall be located in accordance with NFPA 74; the carbon monoxide alarm(s) installed per NFPA-720. The detectors are not required to be interconnected. Battery powered detectors and alarms are acceptable. Note: AC powered and/or interconnected alarms and smoke detectors installed in homes constructed after January 1977 shall be maintained in working order. See diagrams on the back of this application for further information regarding installation.

Address Certificate to be mailed _____ Phone # _____
Work # _____

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 be subject to penalty.

Sworn and subscribe before me this _____ day of _____, 20_____

Notary Signature
Seal

Applicant Signature

Printed Name

Note: a check or money order made payable to "Borough of Park Ridge", must accompany this form. Fees are based on the time between the date this form is submitted and the closing date:

- More than 10 business days \$ 35.00
- Less than 10 but more than 4 business days \$ 70.00
- Four or less business days \$125.00

Once issued, a Certificate is not transferable, nor is a fee refundable. If the change of occupant does not occur within 6 months, new application shall be required.

FOR OFFICE USE

Date received _____ Check # _____ Certification Accepted - Denied

Inspection Date _____ Certificate # _____ Inspected / Approved by _____
John Hansen - Fire Official



BOROUGH OF PARK RIDGE
55 PARK AVENUE
PARK RIDGE, N. J. 07656

FIRE PREVENTION BUREAU
OFFICE OF THE FIRE OFFICIAL
TEL. (201) 391-5547
FAX. (201) 573-4889

SMOKE\CO DETECTOR WORKSHEET

Owner: _____ Date: _____

Address: _____

Block/Lot: _____

Closing Date: _____

SMOKE\CO DETECTOR:

<u>FLOOR LEVEL:</u>	<u>DETECTOR TYPE:</u>	<u>LOCATION:</u>	<u>OPERABLE?</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

INSPECTION RESULTS: PASS FAIL

Comments: _____

Inspector

WHERE TO LOCATE SMOKE 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 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 in the bottom of basement stairwells as shown in Figure 4.

FIGURE 1

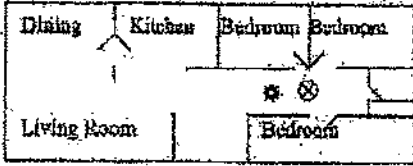


FIGURE 2

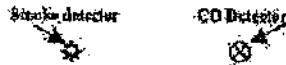
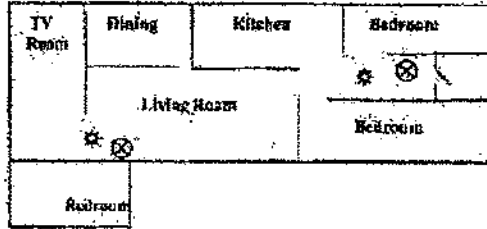


FIGURE 3

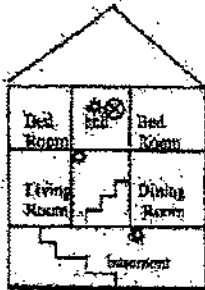


FIGURE 4

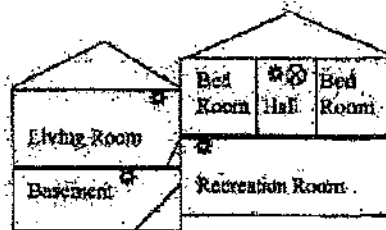
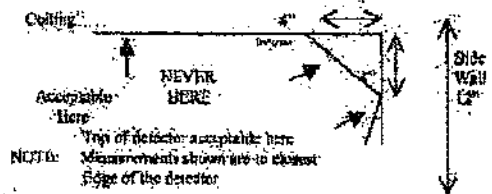


FIGURE 5



Remember: Detectors over ten years old - should be replaced!

WHERE NOT TO LOCATE SMOKE 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.
- Forced air ducts used for heating or air conditioning or paddle fans: air movement may prevent smoke from reaching detectors.
- Near furnaces of any type - air and dust movement and normal combustion products may cause a nuisance alarm.
- The "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 the detector.

FIRE EXTINGUISHER REQUIREMENTS

Effective November 1, 2005 - Revised October 7, 2009

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 act was signed into law on April 14, 2005 with an effective date of November 1, 2005.

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 and multi-family dwelling units upon change of occupancy;

Exceptions: Apartments in buildings with common enclosed corridors that are provided with mounted fire extinguishers as approved by the Fire Prevention Bureau.

- 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.
NOTE: Fire extinguisher shall not be mounted in closets, kitchen cabinets or other rooms where the extinguisher is not fully visible from the kitchen area.
- 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.

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.

CARBON MONOXIDE ALARM REQUIREMENTS

Effective April 7, 2003

NJ State law now requires the owners of 1 & 2 family dwellings to install at least one carbon monoxide alarm prior to resale or rental. NJAC 5:70-2.3 states that no municipal certificate of occupancy be issued for any residential dwelling structure containing a fuel-burning appliance and/or an attached garage unless each dwelling unit contains at least one carbon monoxide alarm.

Type & Location

- ***Alarms may be battery-operated***
- ***Must be listed in accordance with UL-2034***
- ***Must be installed outside bedrooms (preferably at eye level) and within 10 ft. of all bedroom doors as per NFPA-720***

A Certificate of Smoke Detector and Carbon Monoxide Alarm Compliance will be issued by the Fire Prevention Bureau after an inspection determines the proper placement of the alarms, as well as smoke detectors.