

BOROUGH OF PARK RIDGE

53 Park Avenue

Park Ridge, NJ 07656

Website: www.parkridgeboro.com

RESIDENTIAL RESALE

****PRIOR TO SUBMITTING FOR A CCO**** Certificates will not be issued if taxes or utilities are delinquent or you have any open building permits. This **MUST** be taken care of prior to submitting for a CCO.

Prior to the closing on the sale of residential property, two certificates are required by the Borough. **PLEASE READ THE ENTIRE PACKET** and have checks filled out prior to coming into the office. *A two-week notice is required for all certificates.

Smoke Detector & Carbon Monoxide Certification - This requires an inspection to ensure smoke detectors and carbon monoxide alarms are installed and in operating condition. **The fee for the Fire Certificate is \$100 and is payable to Park Ridge Fire Prevention. If necessary, a re-inspection fee of \$50 will be charged.**

Certificate of Continued Occupancy - A review of the borough's files will take place to determine if the seller has any open building permits or zoning violations and that the utilities and tax files are current and up-to date. **The fee for the Certificate of Continued Occupancy is \$125 and is payable to Borough of Park Ridge.**

****NOTE: BOTH FEES REQUIRE TWO SEPARATE CHECKS.** Along with the checks, please submit **ONLY** page number four (4) of this application and keep the rest of the pages for your reference.

If you have further questions, please call:

Fire Prevention Questions:
Fire Official - John Hansen
201-573-1800 x 505
jhansen@parkridgeboro.com

Zoning Questions:
Zoning Officer - Tonya Janeiro
201-391-5673
tjaneiro@parkridgeboro.com

Once the application is received, you will receive a call to set up the fire prevention inspection.

After the inspection has been completed, both certificates will be issued together and e-mailed to you within five business days. Certificates are good for 180 days from date of issue.

Certificate of Continued Occupancy Checklist

No Visible Safety Problems:

- Street numbers must be visible on the property.
- No open-ended wires that are not terminated in an electrical box.
- No illegal conversions made (i.e. One family to two-family).
- The Sump Pump must NOT be connected to the sewer. As per Chapter 81A, Sewers of the Code of the Borough of Park Ridge, there are no illicit connections to the Borough's sewer system, i.e. sump pump.

Smoke Detectors/CO Detectors:

- Smoke:** Sealed, 10- year lithium battery type / **CO Detector:** 10- year battery type or plug-in type. Smoke detector must be located outside each sleeping area and within ten (10) feet of bedroom.
- Hard- wired systems must be fully functional,** and cannot be replaced with battery only detectors.
- Central monitored fire alarms:** Must be inspected by owner's alarm company with a copy of the test report provided to the Fire Official at the inspection.

****ALL RE-INSPECTIONS WILL BE CHARGED A RE-INSPECTION FEE OF \$50.
THE INSPECTOR WILL NOT PERFORM SAME DAY RE-INSPECTIONS**

WHERE TO LOCATE ALARMS:

Alarms 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, an alarm 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 alarms are required, outside each sleeping areas as shown in Figure 2. In multi-level homes, alarms are to be located outside sleeping areas and at every finished level of the home as shown in Figure 3. Basement level alarms are to be located in close proximity to the bottom of basement stairwells as shown in Figure 4.

WHERE NOT TO LOCATE ALARMS:

To avoid false alarms and/or improper operation, avoid installation of smoke alarms 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 alarm.
- 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 alarm.

FURTHER INFORMATION ON ALARM PLACEMENT:

For further information about alarm 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.

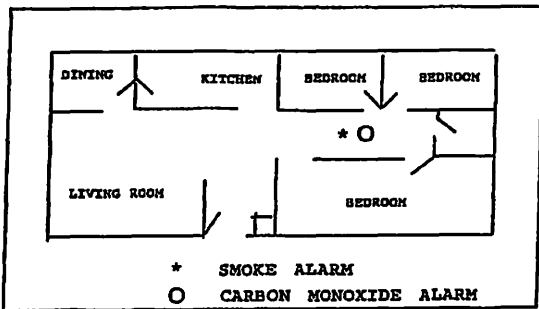


Figure 1

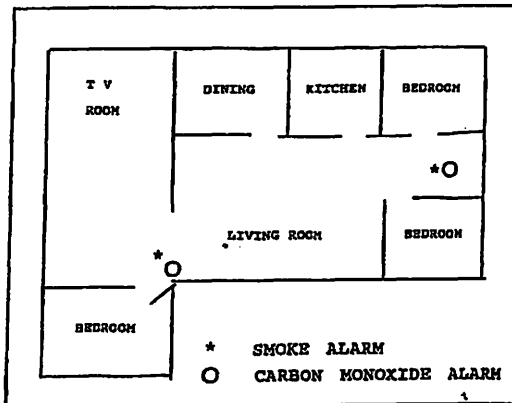


Figure 2

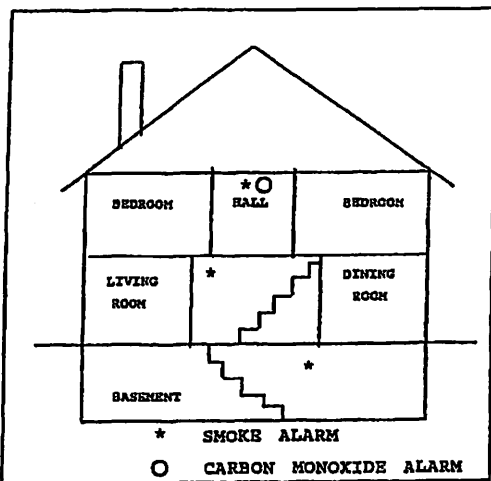


Figure 3

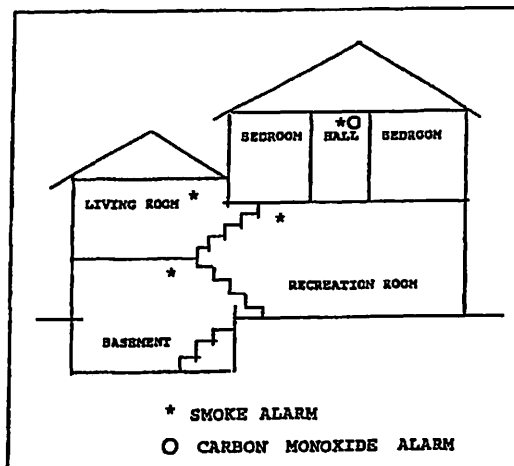


Figure 4

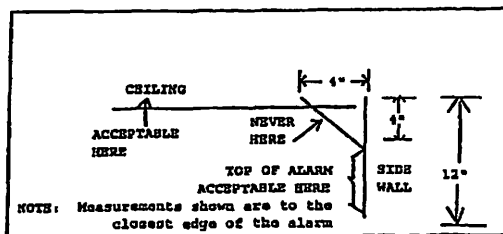
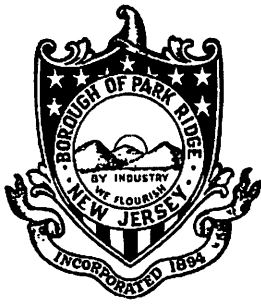


Figure 5



BOROUGH OF PARK RIDGE

53 Park Avenue
Park Ridge, NJ 07656

ZONING OFFICER
(201) - 391-5673
FAX: (201) 391-7130
Website: www.parkridgeboro.com

**Application for Certificate of Continued Occupancy
Zoning Resale of Residential Dwelling**

SEPARATE CHECKS: ZONING CCO FEE: \$125 / FIRE CCO FEE: \$100

***** ALL BELOW FIELDS MUST BE FILLED OUT**

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

Address of Property: _____

Present Owner of Property: _____

Address of Owner if different from above: _____

E-Mail Address of Owner: _____

Telephone: (Home) _____ (Mobile): _____

Name of Buyer: (Print) _____

Present Address of Buyer: _____

E-Mail Address of Buyer: _____

Telephone: (Home): _____ (Mobile): _____

Closing Date: _____

Who should we contact to set up the fire inspection: _____

Description of Dwelling: Single Family _____ Two-Family _____ Multi Family _____
Townhouse _____ Condo _____

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



OFFICE USE ONLY

ZONING: \$ 125.00 Fee: _____ Received by: _____ Date: _____

FIRE: \$100.00 Fee: _____ Received by: _____ Date: _____