



BUILDING DEPARTMENT  
201-599-6322

***APPLICATION FOR CERTIFICATE OF OCCUPANCY  
RESALE OF RESIDENTIAL DWELLING***

**Inspection Fee: \$75.00 – check payable to “Borough of River Edge” Re-Inspection Fee:**

**\*\*\*\*AS OF NOVEMBER 2021 THE CO REQUIREMENTS HAVE BEEN CHANGED BE  
SURE THAT YOU HAVE THE NEW CHECKLIST\*\*\*\*  
PLEASE PRINT CLEARLY INFORMATION REQUESTED BELOW**

Property Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Closing Date: \_\_\_\_\_

( ) Single Family Dwelling \_\_\_\_\_ # of units if more than 3 Family

( ) Two Family Dwelling

( ) Three or more family dwelling Number of persons to occupy dwelling: \_\_\_\_\_

Name of property owner(Seller): \_\_\_\_\_

Tel #: \_\_\_\_\_ Email Address: \_\_\_\_\_

New mailing address: \_\_\_\_\_

Name of Buyer: \_\_\_\_\_

Present Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact #: \_\_\_\_\_

*Office Use Only:*

Payment: \_\_\_\_\_ Cash \_\_\_\_\_ Check# \_\_\_\_\_ Application# \_\_\_\_\_

Inspection date: \_\_\_\_\_ Sump Pump: \_\_\_\_\_ YES \_\_\_\_\_ NO

Passed \_\_\_\_\_ Failed \_\_\_\_\_ Signature of Inspector: \_\_\_\_\_

Comments: \_\_\_\_\_



## **CERTIFICATE OF OCCUPANCY CHECKLIST REVISED NOVEMBER 2021**

PLEASE REVIEW ALL ITEMS LISTED BELOW AND DETERMINE THAT THE STRUCTURE COMPLIES WITH THE REQUIREMENTS FOR EACH LISTED ITEM. WHEN YOU HAVE DETERMINED THAT THE STRUCTURE MEETS ALL LISTED REQUIREMENTS, SUBMIT PHOTOS / VIDEOS, SIGN AND DATE EACH SECTION.

### **SMOKE DETECTOR REQUIREMENTS**

- THE TYPE OF SMOKE DETECTORS REQUIRED, DEPENDS ON THE TYPE OF SMOKE DETECTORS THAT WERE REQUIRED AT THE DATE OF ORIGINAL CONSTRUCTION OR DATE OF AN ALTERATION. (SEE TABLE BELOW)

<b><u>YEAR STRUCTURE WAS BUILT / ALTERED:</u></b>	<b><u>MINIMUM REQUIREMENTS FOR SMOKE DETECTORS</u></b>
PRIOR TO JANUARY 1977	BATTERY OPERATED SMOKE DETECTORS TEN YEAR SEALED ON ALL LEVELS.
JANUARY 1977 – SEPTEMBER 1978	ELECTRIC SMOKE DETECTORS ON SLEEPING LEVELS BATTERY OPERATED SMOKE DETECTORS TEN YEAR SEALED ON ALL OTHER LEVELS.
OCTOBER 1978 – JANUARY 1983	ELECTRIC SMOKE DETECTORS ON SLEEPING LEVELS AND BASEMENT LEVEL.
FEBRUARY 1983 – JULY 1984	ELECTRIC SMOKE DETECTORS ON ALL LEVELS.
AUGUST 1984 – FEBRUARY 1991	ELECTRIC SMOKE DETECTORS ON ALL LEVELS. ALL DETECTORS MUST BE INTERCONNECTED
MARCH 1991 – TO PRESENT	ELECTRIC SMOKE DETECTORS ON ALL LEVELS & INSIDE EACH BEDROOM. ALL DETECTORS MUST BE INTERCONNECTED & EQUIPPED WITH BATTERY BACK-UP.

- ALL SMOKE DETECTORS TEN-YEAR SEALED BATTERY-POWERED SINGLE STATION SMOKE ALARMS SHALL BE INSTALLED AND SHALL BE LISTED IN ACCORDANCE WITH ANSI/UL 217.
- IT IS **NOT PERMITTED** TO REPLACE AN ELECTRIC SMOKE DETECTOR WITH BATTERY OPERATED SMOKE DETECTOR.
- DEFECTIVE INTERCONNECTED SMOKE DETECTORS MUST BE REPLACED WITH COMPATIBLE DETECTORS. A SMOKE DETECTOR IS REQUIRED ON ALL BUILDING LEVELS INCLUDING THE BASEMENT.
- A SMOKE DETECTOR IS REQUIRED WITHIN 10 FEET OF EVERY BEDROOM DOOR.
- THE SMOKE DETECTOR INSTALLED ON THE BASEMENT LEVEL AND ALL LEVELS WITHOUT A SLEEPING AREA MUST BE LOCATED IN CLOSE PROXIMITY TO THE STAIRWAY LEADING TO THE FLOOR ABOVE.
- SMOKE DETECTORS MUST BE PROPERLY MOUNTED AND SECURED TO THE CEILING. SMOKE DETECTOR BASE MUST BE FLUSH WITH THE CEILING.
- ALL SMOKE ALARMS MUST BE UL LISTED OR EQUIVALENT.
- COMMON AREA HALLWAYS AND STAIRWAYS IN TWO-FAMILY HOUSES MUST HAVE SMOKE DETECTORS AT EACH LEVEL.
- HOMES EQUIPPED WITH A MONITORED SMOKE DETECTION SYSTEM WILL NEED THE SYSTEM TO BE OPERATIONAL AND YOU WILL NEED TO OBTAIN A NFPA-72 TEST REPORT FROM THE MONITORING COMPANY, DATED NO LATER THAN 30 DAYS PRIOR TO CLOSING DATE.

**SMOKE DETECTORS ARE NOT PERMITTED:**

- Within 5 feet of a kitchen (cooking vapors)  
exception: photoelectric type smoke detectors may be within 5 feet of kitchen.
- Within 3 feet of an attic fan or the tip of a ceiling fan blades.
- Within 3 feet of the door leading to a bathroom containing a tub or shower (steam).  
exception: photoelectric type smoke detectors may be within 3 feet of bathroom.
- Within 3 feet of an air vent (supply or air flow).
- Within 1 foot of a light fixture.
- Within the "dead air space" where the wall meets the ceiling (ceiling detectors must be at least 4" from wall, wall mounted detectors must be at least 4" and no more than 12" from the ceiling).
- Smoke detectors are not permitted to be painted.

**CARBON MONOXIDE (CO) ALARM REQUIREMENTS**

- A WORKING CARBON MONOXIDE ALARM (UL-2034) IS INSTALLED IN THE IMMEDIATE VICINITY (WITHIN 10 FEET) OF EACH SLEEPING AREA(S) OF ALL 1 & 2 FAMILY DWELLINGS. THE ALARM MUST BE IN THE HALLWAY WITHIN 10 FEET OF EVERY BEDROOM DOOR. IF A LEVEL HAS MORE THAN ONE SLEEPING AREA, CARBON MONOXIDE ALARM IS INSTALLED BY EACH SLEEPING AREA.
- CARBON MONOXIDE ALARM MAY BE BATTERY OR ELECTRIC.
- IF A COMBINATION SMOKE DETECTOR/CARBON MONOXIDE ALARM IS INSTALLED, THE PLACEMENT OF THE DETECTOR MUST MEET THE REQUIREMENTS FOR A SMOKE DETECTOR.

**PORTABLE FIRE EXTINGUISHER REQUIREMENTS**

- A MINIMUM RATING OF (2A-10B:C) AND A MAXIMUM OF 10 POUNDS.
- RATED AS (A-B-C) TYPE FIRE EXTINGUISHER.
- LISTED, LABELED, CHARGED AND OPERABLE.
- THE FIRE EXTINGUISHER MUST HAVE A VALID SERVICE TAG INDICATING THE EXTINGUISHER HAS BEEN SERVICED WITHIN THE PAST YEAR. EXCEPTION: A NEW EXTINGUISHER (PURCHASED WITHIN 6-MONTHS) WITH THE ORIGINAL RECEIPT TAPED TO THE EXTINGUISHER.
- MOUNT EXTINGUISHER IN BRACKET SUPPLIED BY MANUFACTURER.
- MOUNT SO THE TOP OF THE EXTINGUISHER IS NO MORE THAN 5 FEET OFF THE FLOOR.
- THE EXTINGUISHER IS NEAR A ROOM EXIT OR TRAVEL PATH THAT PROVIDES AN ESCAPE ROUTE TO THE EXTERIOR.
- IN A READILY ACCESSIBLE SPOT, OUT IN THE OPEN FREE FROM BLOCKING ITEMS. NOT BEHIND A DOOR OR IN A CABINET.
- MOUNT EXTINGUISHER NEAR A ROOM EXIT OR TRAVEL WAY THAT PROVIDES AN ESCAPE ROUTE TO THE EXTERIOR.
- THE EXTINGUISHER MUST BE ACCOMPANIED BY THE OWNER'S MANUAL OR WRITTEN INFORMATION REGARDING THE OPERATION, INSPECTION AND MAINTENANCE OF THE EXTINGUISHER.
- THE EXTINGUISHER MUST BE INSTALLED SO THE OPERATING INSTRUCTIONS SHALL BE CLEARLY VISIBLE.

## **RESIDENTIAL FIRE SUPPRESSION SYSTEM REQUIREMENTS**

HOMES EQUIPPED WITH A RESIDENTIAL FIRE SUPPRESSION SYSTEM (SPRINKLER SYSTEM) MUST HAVE A LICENSED CONTRACTOR CONDUCT AN INSPECTION OF THE SYSTEM AND SUBMIT AN INSPECTION REPORT. HOMEOWNERS MAY FIND LICENSED CONTRACTORS AT THE NJ DIVISION OF FIRE SAFETY WEB SITE;  
<http://www.state.nj.us/dca/dfs/contcert.shtml>

## **SIDEWALKS**

SIDEWALKS SHOULD BE KEPT IN PROPER STATE WITHOUT A TRIPPING HAZARD WHICH CONSTITUTES A DANGER. THE SIDEWALK WOULD HAVE TO BE REPAIRED OR REPLACED AT THE EXPENSE OF THE OWNER OF THE PROPERTY. SIDEWALK PERMIT AND SPECS CAN BE FOUND ON THE BOROUGH WEBSITE OR FORMS ARE AVAILABLE IN THE BUILDING DEPT.

## **OTHER ITEMS THAT MAY NEED TO BE ADDRESSED UPON INSPECTION.**

- OPEN OR UNOBTAINED PERMITS FOR PROJECTS THAT WERE DONE ON THE PROPERTY.
- HOT WATER HEATERS, HEATING AND COOLING EQUIPMENT SHALL HAVE AN INSPECTION STICKER OR PROOF OF APPROVAL.
- FLU CONNECTIONS – PROPERLY SEALED VENT CONNECTORS AT CHIMNEY.
- SUMP PUMP IS NOT PERMITTED TO DISCHARGE INTO A SEWER LINE, SINK OR NEW CURB DISCHARGE.
- HANDRAILS / GUARDRAILS ARE REQUIRED ON INTERIOR & EXTERIOR STAIRS WITH 4 RISERS OR MORE REQUIRE A HANDRAIL AND GUARDS 30" ABOVE FLOOR GRADE.
- GARAGE DOOR OPENER (extension cords are not a permanent wiring system).
- PROPERTY MAINTENANCE – NO OPEN VIOLATIONS
- HOUSE NUMBER MUST BE VISIBLE FROM STREET
- ANY VIOLATIONS THAT THE INSPECTOR DEEMS UNSAFE, MUST BE ADDRESSED PRIOR TO CO ISSUANCE

**IT IS THE RESPONSIBILITY OF THE SELLER TO CLOSE OUT ALL PERMITS**

**PRIOR TO CO INSPECTION**

IF YOU HAVE QUESTIONS OR CONCERNS PRIOR TO THE INSPECTION PLEASE CONTACT THE BUILDING DEPARTMENT AT 01-599-6322 OR [inspections@riveredgenj.org](mailto:inspections@riveredgenj.org)