



Township of Saddle Brook, New Jersey

BUILDING DEPARTMENT

55 Mayhill Street
Saddle Brook, NJ 07663
(201) 843-7111

CERTIFICATE OF OCCUPANCY REQUIREMENTS

The Saddle Brook Building Department must have the following prior to the issuance of a Certificate of occupancy:

1. Proof of payment (copy of receipt) of \$200 water meter fee. Per Ordinance 1472-09 "A fee for water meters shall be applied to the sale of any home in the Township of Saddle Brook, in the amount of \$200." Please contact Donna at the Water Dept. (201) 587-2905 to arrange for payment.
2. Payment of the \$100 Certificate of Occupancy fee*. If the water meter fee and/or the Certificate of Occupancy fee are paid by check, a one week waiting period applies in order to allow the check to clear.
3. Completed Application
4. Approved Inspection

Inspections are performed on Wednesdays between 10:00 a.m.-2:00 p.m. The inspector will not call prior to performing the inspection, nor will the inspection window be narrowed.

Inspection Requirements – The following **MUST** be in good working order**.

- a. Ten-year sealed battery-powered single station smoke alarms must be located on each level and outside of each separate sleeping area.
 - b. Carbon monoxide detector within 10 feet of all sleeping areas.
 - c. Fire extinguisher mounted within 10 feet of the kitchen and located in the path of egress/exit. Receipt of purchase (dated within 1 year) for extinguisher must be present if there is not service tag (dated within 1 year) on the extinguisher. See attached sheet for specifics.
 - d. For homes where hard wired detectors were installed after 1995, they must be located in the immediate vicinity of bedrooms, in all bedrooms and in each story within a dwelling unit, including basements. Hard wired detectors may not be replaced with battery operated detectors.
 - e. Low voltage fire alarm systems shall be tested by a licensed electrician or fire alarm contractor. Test report shall be submitted prior to CO inspection.
5. Certificate is valid for 60 days from issue date. If the closing does not take place within 60 days, a new application and \$100 Certificate of Occupancy fee must be submitted.

**All re-inspections will be charged a re-inspection fee equal to the 1st inspection fee for each additional time an inspection official is required to return to the premises, per Municipal Ordinance #1512-11.*

*** Please note the inspector **WILL NOT** perform same day re-inspections*

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 ONE- AND TWO-FAMILY DWELLINGS

DATE: NOVEMBER 15, 2005

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 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 regulation; using the guidelines below.

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 (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 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 operation 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 statute should be cited for enforcement purposes. The correct citation is N.J.S.A. 52:27D-198.1.

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



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APPLICATION FOR CERTIFICATE OF OCCUPANCY

RESALE TRANSFER OF TITLE

PROPERTY ADDRESS: _____

BLOCK: _____ LOT: _____ TYPE OF DWELLING: _____

PRESENT OWNER: _____

ADDRESS: _____

BUYER NAME: _____

ADDRESS: _____

WILL OWNER OCCUPY THE BUILDING: _____ YES _____ NO

WILL BUILDING BE RENTED IN PART: _____ YES _____ NO

I hereby grant permission to the Fire Official or Construction Official to inspect the premises for compliance with permitted use regulations of the Zoning Ordinance of the Township of Saddle Brook as required by Ordinance #927.

I have read and understand the Certificate of Occupancy Requirements provided to me on a separate sheet.

Owner or Agent's Signature

Date

() - _____
Telephone #

Office Use Only:

Date Fee Remitted: _____ Cash Receipt # _____ Check # _____