



Township of Saddle Brook, New Jersey

BUILDING DEPARTMENT

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

NEW TENANT CERTIFICATE REQUIREMENTS

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

1. Completed Application
2. Payment of the \$100 New Tenant Certificate fee and \$120 +\$20 per unit Lead Paint Inspection fee*
3. Approved Inspections
Inspections are performed on Wednesdays 10:00 a.m.-2:00 p.m. The inspectors will not call prior to their arrival, 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 on each level and outside of each separate sleeping area.
 - b. Carbon monoxide detector within 10 feet of all sleeping areas.
 - c. 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.
4. Non-owner occupied dwellings must register with Fire Prevention Department.
5. A structure used or intended for use for residential purposes by one or two households must have a label installed within 18 inches of the main electrical panel and electrical meter warning of the dangers associated with secondary power sources. A secondary power source may include permanently installed internal combustion generators, solar panels, battery storage systems, or any other supplemental source of electrical energy to the primary power supply. The label must be marked with the wording similar to “CAUTION: MULTIPLE SOURCES OR POWER” and may not be handwritten. A label compliant with ANSI Z535.4 will meet the requirements of this law and may be referenced in the subsequent regulations.

On July 22, 2022, the State of NJ passed the Lead-Based Paint Inspection Law, P.L.2021, c.182. The regulations for this law are enforced through the Department of Community Affairs under N.J.A.C 5:28A. The law imposes an obligation on the municipalities to perform inspections of single family, two family and multiple rental dwellings for lead-based paint hazards. These inspections are to be done during a New Tenant Certificate inspection of rental units in dwellings built prior to 1978.

**All CO re-inspections will be charged an additional \$100 fee for each additional inspection, per Municipal Ordinance #1512-11. All Lead Paint re-inspections will be charged a \$50 per unit fee for each additional inspection.*

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



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APPLICATION FOR NEW TENANT CERTIFICATE

PROPERTY ADDRESS: _____

BLOCK: _____ **LOT:** _____ **YEAR BUILT:** _____ **HOUSE TYPE:** _____

SECONDARY POWER SOURCE: SOLAR _____ **GENERATOR** _____ **NONE** _____

PRESENT OWNER: _____

ADDRESS: _____

TENANT NAME: _____ **PHONE #:** _____

ADDRESS: _____

WILL OWNER ALSO OCCUPY THE BUILDING: _____ **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 New Tenant Certificate Requirements provided to me on a separate sheet.

_____ **Owner or Agent's Signature** _____ **Date**

(____) _____ - _____
Telephone # **Email Address**

Office Use Only:
Date Fee Remitted: _____ **Cash Receipt #** _____ **Check #** _____

Lead Inspection: PASS _____ **FAIL** _____

Open Permits: YES _____ **NO** _____