



# Township of Saddle Brook, New Jersey

## BUILDING DEPARTMENT

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

## RESALE CERTIFICATE REQUIREMENTS

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

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 Resale Certificate fee\*. If the water meter fee and/or the Resale Certificate 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. 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.
  - d. 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.
  - e. 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 OF 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.
5. The Property Maintenance Officer will inspect the sidewalk and the entire exterior of the property to ensure property maintenance compliance.
6. Certificate is valid for 60 days from issue date. If the closing does not take place within 60 days, a new application and \$100 Resale Certificate fee must be submitted.

*\*All re-inspections will be charged a re-inspection fee equal to the 1<sup>st</sup> 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*



# Township of Saddle Brook, New Jersey

## BUILDING DEPARTMENT

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

### APPLICATION FOR RESALE CERTIFICATE

PROPERTY ADDRESS: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ TYPE OF DWELLING: \_\_\_\_\_

PRESENT OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BUYER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WILL BUYER 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 Resale Certificate Requirements provided to me on a separate sheet.

\_\_\_\_\_  
Agent's Signature Date \_\_\_\_\_ Owner or

(\_\_\_\_\_) \_\_\_\_\_  
Telephone # Email Address

Office Use Only:

Date Fee Remitted: \_\_\_\_\_ Cash Receipt # \_\_\_\_\_ Check # \_\_\_\_\_

Date of Water Meter Fee Payment \_\_\_\_\_

Open Permits: YES \_\_\_\_\_ NO \_\_\_\_\_

Sidewalk Inspection: PASS \_\_\_\_\_ FAIL \_\_\_\_\_