



BOROUGH of ROSELAND

300 Eagle Rock Avenue, Roseland, NJ 07068

www.roselandnj.org

MAYOR **JAMES R. SPANGO**

Construction Department

300 Eagle Rock Avenue

Roseland, NJ 07068

Telephone: 973-226-5566

APPLICATION FOR CERTIFICATE OF CONTINUED OCCUPANCY: RESIDENTIAL RESALE

Current Owner: _____ Date: _____
Owner's Address: _____ Fee: \$ 200
Owner's Phone #: _____ Check #: _____
Owner's E-mail Address: _____ Received: _____
Block: _____ Lot: _____ Qualification Code: _____

PROPERTY ADDRESS FOR CERTIFICATE: _____

New Owner: _____
New Owner's Current Address: _____
New Owner's Phone #: _____

APPLYING FOR:

- ☐ CERTIFICATE OF CONTINUED OCCUPANCY
☐ TEMPORARY CERTIFICATE OF CONTINUED OCCUPANCY (Buyer must provide a letter of request)

FINAL SALE PRICE: _____

*Seller is responsible for closure of all permits prior to closing on this property. Seller or seller's attorney is responsible for arranging for the final water meter reading prior to closing on this property. A final water meter reading fee of \$ 150 will be added to your final water bill.

A CERTIFICATE WILL NOT BE RELEASED UNTIL A FINAL WATER METER READING HAS BEEN PERFORMED.

I hereby attest that, to the best of my knowledge, all work has been completed in accordance with the approved plan, permits and regulations as required for issuance of this Certificate of Continued Occupancy and I agree to the terms above.

Signature of Seller: _____ Date: _____

OFFICE USE ONLY

Description of Approval:

- ☐ Smoke Detectors ☐ Carbon Monoxide Detector ☐ Fire Extinguisher ☐ Explosive Natural Gas Alarm
☐ Approved for CCO Inspector's sign off: _____ Date: _____
☐ Final Water Meter Read CCO Issue Date: _____



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CERTIFICATE OF CONTINUED OCCUPANCY REQUIREMENTS

Note: Applicant must verify with the Construction and Zoning Departments that there are no open permits prior to scheduling the CCO inspection. The following items are required to be present in order to pass a CCO inspection.

1. A properly functioning Smoke Detector on each level, including the basement. (Required by NJ State law for one and two family dwellings). Smoke detectors are permitted to be a 10-year sealed battery-operated type, but shall not replace any required A/C powered/hard wired smoke detectors, or a household fire alarm system which shall be less than 10 years old.
2. A properly functioning Carbon Monoxide Detector in the vicinity of all sleeping rooms/areas. (Required by NJ State law for one and two family dwellings)
3. An Explosive Natural Gas Alarm to be installed per manufacturers specifications.
4. A fully charged, wall-mounted **2A:10B:C** Fire Extinguisher, rated for residential use, installed within 10 feet of the kitchen, visible and located not more than 5 feet above the floor, and in accordance with the manufacturers specifications. (Required by NJ State law for one and 2 family dwellings) Must be new with a sales receipt or have an inspection tag of less than 1 year old affixed by a NJ licensed fire extinguisher contractor.
5. Smoke, Carbon Monoxide, and Explosive Natural Gas detectors must not be older than 10 years old.
6. Loose or missing stair treads, risers, handrails and/or guardrails at stairways.
7. Loose or missing electrical panel covers, switch/receptacle cover plates, and junction box cover plates.
8. Sump pump (if present) piped to outside of house or unit. (Not connected to sanitary sewer system).
9. Proper fit and venting of furnace/boiler and hot water heater to chimney.
10. Relief valves on hot water heater shall discharge between 2" and 6" above floor.
11. Unsealed penetrations, holes or damage/missing areas of sheetrock or plaster finishes in walls or ceiling of attached garages.
12. Certificate will not be issued unless the buyers name and phone number have been received.
13. Certificate is valid for 180 days.
14. **Seller or seller's attorney is responsible for scheduling the Final Water Reading prior to closing on the property. A CCO will not be released until a Final Water Reading has been performed.**

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.199, 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 regulations; 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 weight 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 operating instruction 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.