



BOROUGH OF BERGENFIELD

198 NORTH WASHINGTON AVENUE
BERGENFIELD, NEW JERSEY 07621

CONSTRUCTION CODE DEPT.
(201) 387-4055 EXT. 1-4092
FAX: (201) 385-7376

APPLICATION FOR RESALE OR RENTAL CERTIFICATE FOR ONE FAMILY, TWO FAMILY AND MULTIPLE DWELLINGS

1. One Family (\$50.00 + \$45.00 Fire Fee) _____ Two Family (\$75.00 + \$45.00 Fire Fee) _____
Multiple Family Dwelling (\$35.00 + \$45 Fire Fee) _____
2. Property Address: _____ Block: _____ Lot: _____
3. Purpose: Sale Rental
4. Closing Date: _____
5. Contact Name: _____ Phone Number: _____
6. Owner Name(s): _____ Address: _____
7. Purchaser/Tenant Name(s): _____ Phone Number: _____
8. Purchaser/Tenant Address: _____

QUANTITY & LOCATION

- | | Basement | First Floor | Second Floor | Third Floor |
|---|----------|-------------|--------------|-------------|
| 9. Kitchen | [] | [] | [] | [] |
| 10. Bath | [] | [] | [] | [] |
| 11. Bedrooms | [] | [] | [] | [] |
| 12. Garage: # _____ Location: _____ [] Attached [] Detached Size: _____ x _____ | | | | |
| 13. Sheds: # _____ Location: _____ Size: Width _____ Height _____ Length _____ | | | | |
| 14. Patio(s): # _____ Location: _____ Size: Width _____ Height _____ Length _____ | | | | |
| 15. Pool: # _____ [] Above Ground [] Below Ground Size: _____ | | | | |
| 16. Number of people who will be occupying premises: _____ | | | | |
| 17. Maximum permitted occupancy: _____ | | | | |

The above name owner(s) does hereby attest that this property was used as represented for sale/rental as a [one family/two family/other]

Signature of Owner(s): _____

Sworn to and subscribe before me this _____ day of _____

Notary Public: _____

The above name purchaser/tenant(s) does hereby attest that this property will be used as a [one family/two family/other]

Signature of Purchaser/Tenant(s): _____

Sworn to and subscribe before me this _____ day of _____

Notary Public: _____



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APPLICATION FOR ONE & TWO FAMILY DWELLING CERTIFICATION OF SMOKE DETECTORS AND CARBON MONOXIDE ALARM COMPLIANCE (CSDCMAC)

Dwelling Location: Block: _____ Lot: _____
(not mailing address) Street: _____
Municipality: _____ County: _____

NOTE ALL BOXES MUST BE CHECKED IN ORDER FOR CERTIFICATION TO BE VALID

- 10 year Sealed Smoke Detectors on each level of the dwelling, including basements, excluding attic or crawl space; and
- 10 year Sealed Smoke Detectors and Carbon Monoxide Detector outside each separate sleeping area; and (within 10 feet of bedrooms)
- All Smoke Detectors and Carbon Monoxide Detectors are in working order.

This is a _____ story dwelling with without a basement.

The smoke detectors required above shall be located in accordance with NFPA 72. The detectors are not required to be interconnected. AC powered and/or interconnected smoke detectors installed in home constructed before January, 1977 shall be maintained in working order.

Contact Person: _____ Phone #: _____ Closing Date: _____

I do hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I will be subject to penalty.

Sworn and subscribed to before me this _____ day of _____ 20 _____ .

Notary Signature

(Seller) Applicant Signature

Printed Name

Note: Payment must accompany this application. Credit card, check or money order.

Made payable to: Borough of Bergenfield

****FOR OFFICE USE ONLY****

Collected by: _____ Date: _____ Check Number: _____



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AGREEMENT OF USE REGARDING BASEMENT/ATTIC

Block: _____ Lot: _____ Property Address: _____

Proposed Buyer: _____

The above referenced property is receiving a Resale or Rental Certificate as a _____ Family dwelling in accordance with the stipulation below.

The basement/attic area of the premises my **NOT** be used for an exclusive dwelling unit. The basement/attic may only be used by the occupants of the first floor/second floor apartment in conjunction with their tenancy. The basement/attic my **NOT** contain any sleeping areas or bedrooms. No cooking facilities may be installed in the basement/attic portion of the premises.

Signature of Purchaser/Tenant: _____ Date: _____

Attached Stamp of Notary Below:



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VERIFICATON OF OCCUPANCY

By signing this document, you are acknowledging that if this property is rented you are aware that you must register with the Code Enforcement Department. All one and two-family rental properties are required to have annual inspections.

Yearly registration is between January 1 thru February 15 each year.

The fee is \$50 for each rental unit.

PROPERTY ADDRESS

New Owner Name(s)

Owner Address (if different from above)

Email address

Phone Number

Signature



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CHECKLIST FOR CERTIFICATE OF RESALE OR RENTAL

APPLICATION MUST BE RECEIVED A MINIMUM OF 2 WEEKS PRIOR TO CLOSING

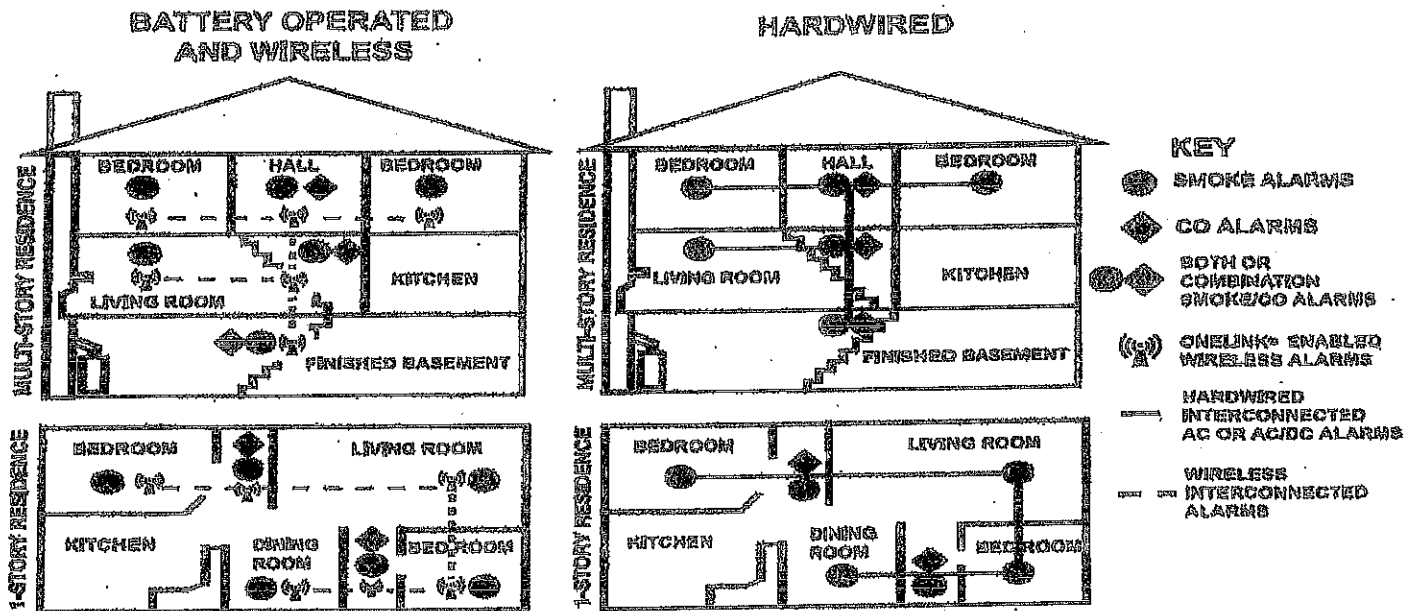
1. Make sure walkways are in good condition, not broken, or lifted as it causes a tripping condition.
2. All exterior stairs to be in good condition. All stairs must have handrails.
3. All roofs to be in good condition.
4. Gutters and leaders in good condition.
5. Paint to be in fair to good condition on exterior.
6. Street number not words must be posted on or close to the door.
7. Plumbing wastes and water supply lines must be not leaking and in good condition.
8. If you have a sump pump it must drain to outside of building and cannot be connected to sewer line, or pipped out to the street.
9. All heating equipment and hot water heaters that are vented into chimney must be sealed properly.
10. All exterior stairs must have handrails.
11. All garbage and trash to be removed from property.
12. All overgrown must be cut back and cleaned up.
13. No unregistered vehicles or car parts stored on property.
14. Repair all broken window glass.
15. Install smoke detectors on each level. (10 year sealed battery) **See attached notes.**
16. Install carbon monoxide detectors within 10 feet of bedrooms. **See attached notes.**
17. Dead bolt locks on front exterior doors, they are to have thumb latch inside (not key lock).
18. Extension tube of water heaters must go from relief valve to within 6" from floor.
19. Any basement kitchens not installed with a building permit must be removed.
20. Fire extinguishers required see attached.
21. No Certificate will be issued without Borough Trash Bins and Recycling Bins present at the address. If the bins are missing the seller must replace them at their own expense, prior to the Certificate being issued, (\$55.00 each).
22. Check for open permits. Any open permit will delay process.

INSTALLING SMOKE ALARMS IN SINGLE-FAMILY RESIDENCES

The National Fire Protection Association (NFPA), recommends one Smoke Alarm on every floor, in every sleeping area, and in every bedroom. In new construction, the Smoke Alarms must be AC powered and interconnected. See "Agency Placement Recommendations" for details. For additional coverage, it is recommended that you install a Smoke Alarm in all rooms, halls, storage areas, finished attics, and basements, where temperatures normally remain between 40° F (4° C) and 100° F (38° C). Make sure no door or other obstruction could keep smoke from reaching the Smoke Alarms. More specifically, install Smoke Alarms:

- On every level of your home, including finished attics and basements.
- Inside every bedroom, especially if people sleep with the door partly or completely closed.
- In the hall near every sleeping area. If your home has multiple sleeping areas, install a unit in each. If a hall is more than 40 feet long (12 meters), install a unit at each end.
- At the top of the first-to-second floor stairway, and at the bottom of the basement stairway.

IMPORTANT! Specific requirements for Smoke Alarm installation vary from state to state and from region to region. Check with your local Fire Department for current requirements in your area. It is recommended AC or AC/DC units be interconnected for added protection.



NFPA 72 (National Fire Code) Chapter 11 "For your information, the National Fire Protection Association's Standard 72 reads as follows:

11.5.1 One- and Two-Family Dwelling Units.

11.5.1.1 Smoke Detection. Where required by applicable laws, codes, or standards for the specified occupancy, approved single- and multiple-station Smoke Alarms shall be installed as follows: (1) In all sleeping rooms. Exception: Smoke Alarms shall not be required in sleeping rooms in existing one- and two-family dwelling units. (2) Outside of each separate sleeping area, in immediate vicinity of the sleeping rooms. (3) On each level of the dwelling unit, including basements. Exception: In existing one- and two family dwelling units, approved Smoke Alarms powered by batteries are permitted.

A.11.8.3 Are More Smoke Alarms Desirable? The required number of Smoke Alarms might not provide reliable early warning protection for those areas separated by a door from the areas protected by the required Smoke Alarms. For this reason, it is recommended that the householder consider the use of additional Smoke Alarms for those areas for increased protection. The additional areas include the basement, bedrooms, dining room, furnace room, utility room, and hallways not protected by the required Smoke Alarms. The installation of Smoke Alarms in kitchens, unfinished attics, or garages is not normally recommended, as these locations occasionally experience conditions that can result in improper operation."

VERY IMPORTANT - NEW REGULATIONS LISTED BELOW
EFFECTIVE JANUARY 1, 2019 ALL BATTERY SMOKE DETECTORS MUST BE 10 YEAR
SEALED BATTERY UNITS. NO OTHER DETECTORS, OTHER THAN THOSE LISTED
BELOW WILL BE APPROVED OR ACCEPTED!!

5:70-4.19 Smoke alarms for one-and-two-family dwellings; Carbon Monoxide Alarms; and Portable Fire Extinguishers

(a) In one- and two-family or attached single family dwellings subject to the requirements of 5:70-2.3, smoke alarms shall be installed as follows:

- 1. On each level of the premises; and**
- 2. Outside of each separate sleeping area.**

(b) The smoke alarms required in (a) above shall be located and maintained in accordance with NFPA 72.

1. The alarms shall not be required to be interconnected.

(c) Ten-year sealed battery-powered single station smoke alarms shall be installed and shall be listed in accordance with ANSI/UL 217, incorporated herein by reference. However, A/C-powered single or multiple-station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery-powered smoke alarms. *The effective date of this subsection shall be January 1, 2019*.

1. A/C-powered smoke alarms shall be accepted as meeting the requirements of this section.

(d) Carbon monoxide alarms shall be installed in all dwelling units in buildings in one- and two-family or attached single family dwellings, except for units in buildings that do not contain a fuel-burning device or have an attached garage, as follows:

- 1. Single station carbon monoxide alarms shall be installed and maintained in the immediate vicinity of the sleeping area(s).**
- 2. Carbon monoxide alarms may be battery-operated, hard-wired or of the plug-in type and shall be listed and labeled in accordance with UL-2034 and shall be installed in accordance with the requirements of this section and NFPA-720.**

(e) A portable fire extinguisher shall be installed in accordance with the following:

- 1. The extinguisher shall be within 10 feet of the kitchen and located in the path of egress;**
2. The extinguisher shall be readily accessible and not obstructed from view;
3. The extinguisher shall be mounted using the manufacturer's hanging bracket so the operating instructions are clearly visible;
- 4. The extinguisher shall be an approved listed and labeled type with a minimum rating of 2A-10B:C and no more than 10 pounds;**
5. The owner's manual or written operation instructions shall be provided during the inspection and left for the new occupant;
6. The extinguisher shall be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or the seller must have a receipt for a recently purchased extinguisher; and
7. The top of the extinguisher shall not be more than five feet above the floor.
8. Exception: Portable fire extinguishers shall not be required for seasonal summer units. For purposes of applying this exception, "seasonal summer unit" shall mean a dwelling unit rented for a term of not more than 125 consecutive days for residential purposes by a person having a permanent residence elsewhere, but shall not include use or rental of living quarters by migrant, temporary, or seasonal workers in connection with any work or place where work is being performed.