



## 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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### **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.

**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.