

BOROUGH OF HO-HO-KUS

Bureau of Fire Prevention/Mr. D. McEldowney
333 WARREN AVENUE, HO-HO-KUS, NJ 07423-1204
201-652-4400 x219 FAX. 201-652-2680



Dear Property Owner:

Prior to the closing on the sale of a residential property or a change of tenancy, the following two certificates are required by the Borough:

- 1. Certificate of Continued Occupancy (CCO):** this application causes a review of the Borough's files to determine if the seller has any open building or zoning permits or violations and that all utilities, assessor's and tax files are current and up to date. The Borough will inspect the premises prior to a CCO being issued.

***CCO Application Fee: \$100**

- 2. Smoke Detector, Carbon Monoxide Certification and Fire Extinguisher Compliance:** this is a signed affidavit by the seller/seller's agent that smoke detectors, carbon monoxide alarms and an ABC rated fire extinguisher are installed. The Borough will inspect the premises for compliance.

***Certificate of Smoke Detector Compliance Application Fee: \$50.00**

Please know all checks should be made payable to the "Borough of Ho-Ho-Kus". One check in the amount of \$150 will be accepted.

Unless there are open items which need to be addressed, the above certificates are issued within five (5) business days.

Applications can also be found on the Borough's website at www.ho-ho-kusboro.com

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APPLICATION FOR RESIDENTIAL CERTIFICATE OF CONTINUED OCCUPANCY

Date: _____ **Block:** _____ **Lot:** _____

Property Address: _____

Current Property Owner: _____

**Address of Owner,
If different from above:** _____

Owner contact phone #: _____ **Email address:** _____

Name of Buyer/Renter: _____

Current Address of Buyer/Renter: _____

Buyer/Renter Contact phone #: _____

Dwelling Description: **Single Family** **Two Family** **Other**
(Please circle one)

Closing Date: _____ **Date of Occupancy:** _____

Real Estate Agent: _____ **Agent's Contact Phone#:** _____

**An application is hereby made for a Certificate of Continued Occupancy for the
subject property indicated above. I understand that all open permits, violations or
fees owed to the Borough must be satisfied before the CCO is issued.**

Name: _____ **Date:** _____

Signature: _____

OFFICE USE ONLY

Date application received: _____ **Date CCO Issued:** _____

Fee Collected: _____

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APPLICATION FOR SMOKE DETECTOR, CARBON MONOXIDE DETECTOR AND FIRE EXTINGUISHER COMPLIANCE

Date: _____ Block: _____ Lot: _____

Property Address: _____

Current Property Owner: _____

Address of Owner,
If different from above: _____

Owner contact phone #: _____ Email address: _____

Name of Buyer/Renter: _____

Current Address of Buyer/Renter: _____

Buyer/Renter Contact phone #: _____

Dwelling Description: _____ Single Family _____ Two Family Other _____
(Please circle one)

Closing Date: _____ Date of Occupancy: _____

Real Estate Agent: _____ Agent's Contact Phone#: _____

Please check to indicate compliance:

☐ Ten (10) year sealed smoke detectors are installed (batteries cannot be removed)

☐ Smoke Detectors are located on every level of the residence, including the basement

☐ All smoke detectors and carbon monoxide detectors are in working order

☐ 1 ABC rated 10 lb. dry chemical extinguisher is located within 10 ft. of the kitchen

I do hereby certify that the foregoing information is correct. I am aware that if any of the foregoing statements are willfully false, I will be subject to penalty.

Name: _____ Date: _____

Signature: _____

OFFICE USE ONLY

Date application received: _____ Date Certificate Issued: _____

Fee Collected: _____

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LOCATION OF SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS

TEN (10) year sealed smoked detectors are to be located on every level of the residence, including the basement. Smoke detectors are not required in crawl spaces or unfinished attics. Smoke detectors shall be located within TEN (10) feet of all sleeping areas, at the bottom of stairs and should be placed on the ceiling. Carbon monoxide detectors shall be placed in the hall within TEN (10) feet of bedroom doors and should be placed on the ceiling or wall. Plug in carbon monoxide detectors can be used only if an electric plug is located in the hall. All detectors shall be permanently mounted on the ceiling or wall.

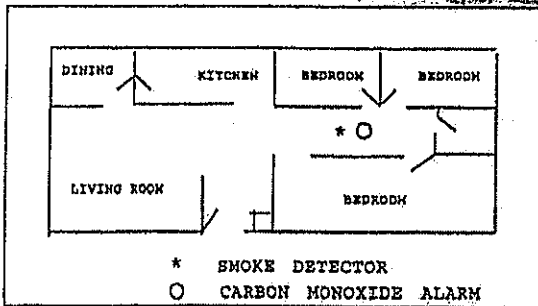


Figure 1

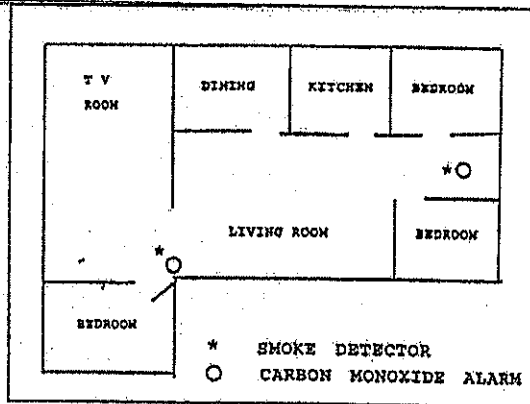


Figure 2

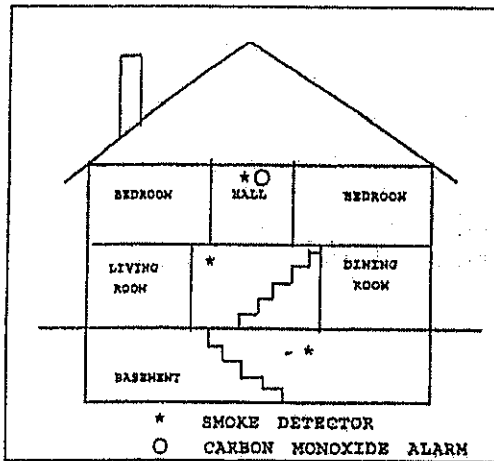


Figure 3

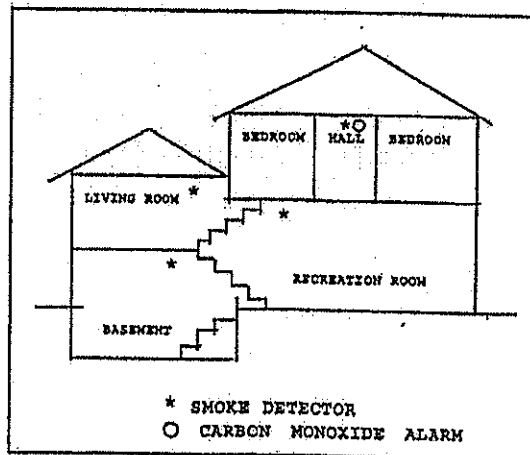


Figure 4

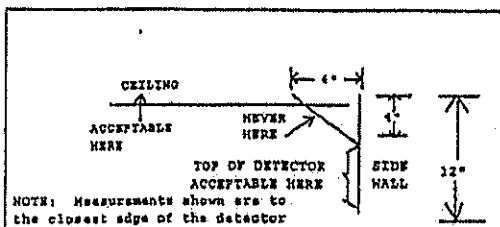


Figure 5