



BOROUGH OF OLD TAPPAN

CCO – RENTAL AND RESALE APPLICATION

Certificate of Continued Occupancy upon change of ownership or tenancy.
Ordinance No. 100-14

() Rental (*change of tenant*) () Resale (*change of owner*) () Residential () Commercial

Date: _____

Property Location: _____

Block: _____ Lot: _____ Qualifier: _____

Property Owner Name: _____

Current Address: _____

Email: _____ Phone: _____

Buyer ____ Tenant ____ (*Check one*) Name: _____

Current Address: _____

Email: _____ Phone: _____

Realtor Name: _____

Email: _____ Phone: _____

Number Of: Kitchens _____ Bathrooms _____ Bedrooms _____

Name(s) of who will be occupying premises after sale/rental: _____

Total Number of People _____

Closing Date: _____ Inspection Date: _____

Are there open permits? () Yes () No ALL permits must be inspected/closed prior to Resale/Rental Inspections.

SIGNATURE OF SELLER/AGENT _____ Date _____

Fees:

☐ Residential: \$125.00 ☐ Commercial: \$150.00

Please make checks payable to Borough of Old Tappan. Once check can be made for both Building and Fire Inspections.

(FOR OFFICIAL USE ONLY)

Check # _____ Date Received: _____ Permit # _____

Building Inspection Date: _____ Time: _____ Fire Inspection Date: _____ Time: _____

Borough of Old Tappan, 227 Old Tappan Road, Old Tappan, NJ 07675

FIRE CODE REQUIREMENTS

SMOKE DETECTOR

At the time of change of occupancy by way of sale, lease or rent of a residential dwelling, the smoke detectors shall remain in compliance from the time when the house or building was built and/or any renovations and/or additions were permitted.

Homes built prior to January 1977: Battery operated smoke detector on each level including the basement. Where there are bedrooms, the detector shall be installed within 10 feet of all bedroom doors.

Homes built from January 1977 to September 1978: Smoke detectors must be A/C powered (120 volt hardwired) on sleeping levels. Battery operated smoke detectors on all other levels. Where there are bedrooms, the detector shall be within 10 feet of all bedroom doors.

Homes built from October 1978 to January 1983: Smoke detectors must be A/C powered (120 volt hardwired) on sleeping levels and the basement. Where there are bedrooms, the detector shall be within 10 feet of all bedroom doors. Battery operated smoke detectors on all other levels.

Homes built from February 1983 to July 1984: Smoke detectors must be A/C powered (120 volt hardwired) on all levels including the basement. Where there are bedrooms, the detector shall be within 10 feet of all bedroom doors.

Homes built from August 1984 to February 1991: Smoke detectors must be A/C powered (120 volt hardwired) one on each level including the basement, interconnected*. Where there are bedrooms, the detector shall be within 10 feet of all bedroom doors.

Homes built from March 1991 to the Present: Smoke detectors must be A/C powered (120 volt hardwired) with battery back-up. There shall be one on each level including the basement and inside each bedroom. Where there are bedrooms, the detector shall be within 10 feet of all bedroom doors. Detectors shall be interconnected*.

**Interconnected: The activation of one detector sends a signal to activate all of the detectors in the same residence or dwelling unit*

CARBON MONOXIDE DETECTOR

CO Detectors are required to be installed and/or mounted in the hallway or adjacent to the sleeping areas and bedrooms within 10 feet of the bedroom doors as per the manufacture specifications, installation instructions and N.F.P.A 720. These documents shall be presented to the inspector at the time of inspection to receive a Valid Certificate of Compliance. Battery operated CO Detectors are acceptable. Bedrooms containing fuel burning appliances are also required to have a CO alarm installed in the bedroom per NJ International Residential Code

PORTABLE FIRE EXTINGUISHER

At least one 2A:10B:C portable fire extinguisher shall be installed in all one- and two-family dwellings upon change of occupancy. A portable fire extinguisher is an operable portable device, carried, and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire, and which is 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 the recently purchased extinguisher; and
7. The top of the extinguisher shall not be more than five feet above the floor.

WHERE TO LOCATE ALARMS:

Alarms are to be located on every level of a residence, (basement, first floor, second floor) excluding crawl spaces and unfinished attics, and in every separate sleeping area, between sleeping areas and living areas such as the kitchen, garage, basement or utility room. In homes with only one sleeping area on one floor, an alarm is to be placed in the hallway outside each sleeping areas as shown in Figure 1. In single floor homes with two separate sleeping areas, two alarms are required, outside each sleeping areas as shown in Figure 2. In multi-level homes, alarms are to be located outside sleeping areas and at every finished level of the home as shown in Figure 3. Basement level alarms are to be located in close proximity to the bottom of basement stairwells as shown in Figure 4.

WHERE NOT TO LOCATE ALARMS:

To avoid false alarms and/or improper operation, avoid installation of smoke alarms in the following areas:

Kitchens-smoke from cooking may cause nuisance alarm.

Bathrooms -excessive steam from a shower may cause a nuisance alarm.

Near forced air ducts-used for heating or air conditioning-air movement may prevent smoke from reaching alarm.

Near furnaces of any type-air and dust movement and normal combustion products may cause a nuisance alarm.

The 4 inch "Dead Air" space where the ceiling meets the wall, as shown in Figure 5.

The peak of an "A" frame type of ceiling-"Dead Air" at the top may prevent smoke from reaching alarm.

FURTHER INFORMATION ON ALARM PLACEMENT:

For further information about alarm placement consult the National Protection Association's Standard No. 74-1984, titled "Household Fire Warning Equipment." This publication may be obtained by writing to the Publication Sales Department, National Fire Protection Association, Batterymarch Park, Quincy, MA. 02269.

CARBON MONOXIDE ALARMS are to be located in every separate sleeping area per NFPA 720 and manufacturer's recommendations.

WHERE TO LOCATE FIRE EXTINGUISHER:

Within 10 feet of the kitchen and located in the exit or travel path; and is visible and in a readily accessible location. The top of the fire extinguisher is not more than 5 feet above the floor and is mounted using manufactures hanger or brackets. Minimum size of 2A:10B:C and weigh no more than 10 pounds, is accompanied with the owners manual or with the proper written instructions. The extinguisher is listed, labeled, charged and operable. The extinguisher must have been serviced and tagged by a contractor certified by the New Jersey Division of Fire Safety within the past 12 months or seller must provide a recent proof of purchasing receipt.

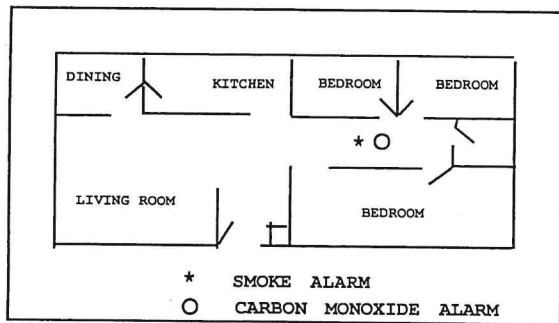


Figure 1

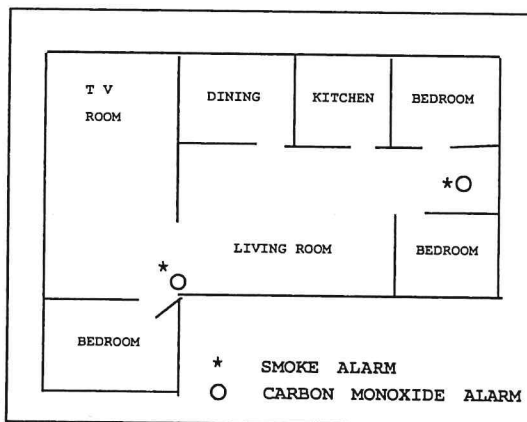


Figure 2

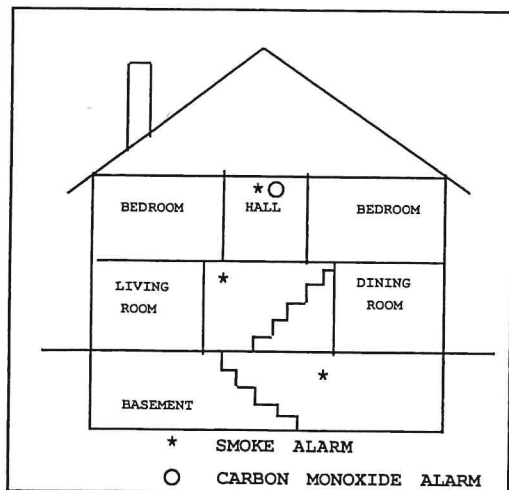


Figure 3

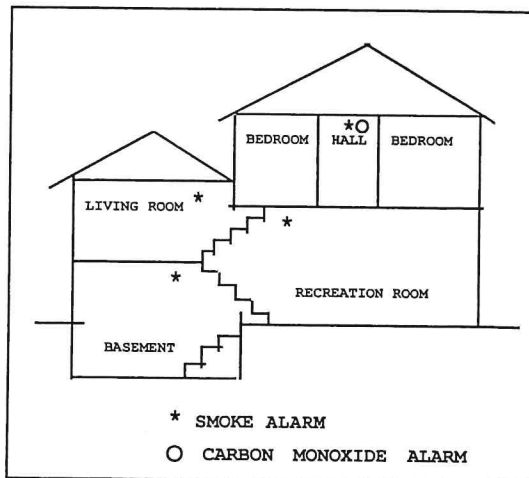


Figure 4

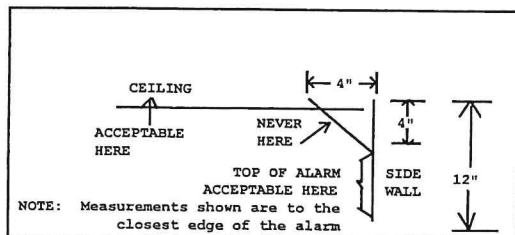


Figure 5