

# **PROCEDURE FOR OBTAINING A CERTIFICATE OF CONTINUED OCCUPANCY**

1. Certificate requests must be made a minimum of ten (10) business days in advance of the inspection date.
2. A \$75.00 Fee is required for inspection. A certificate of continued occupancy will not be issued unless the inspection fee is paid. Should a re-inspection be necessary; an additional \$25.00 fee will be required for **each** subsequent inspection.
3. If a re-inspection is needed; you need to call the Housing Inspector for a new appointment and you will then receive an email for payment of \$25.00 **{DO NOT RE APPLY}**
4. The purpose of this inspection is to verify locations of smoke detectors, carbon monoxide detectors & fire extinguishers.
5. Make sure all open permits have been closed out with the proper inspections.
6. Please test the required smoke detectors & carbon monoxide detectors before scheduling an inspection.
7. Inspections will be conducted between the hours of 10:00 a.m. and 2:00 p.m., Monday thru Friday. **Every effort is made to begin inspections at 10:00 a.m., however, owner or representative must be at the home between the hours noted above or a second inspection date must be scheduled and an additional fee will be charged.**
8. The certificate will be issued two (2) full business days after final approval.
9. The certificate will remain valid for a three (3) months from the date of issue unless the occupancy or ownership of the dwelling changes in the interim. Certificates are not transferable.
10. Guidelines for the proper installation of smoke detectors, carbon monoxide alarms and fire extinguishers are on the following pages. Please note: two-family dwellings also require smoke detectors to be located at the highest level of each common stairwell.
11. If in doubt as to the number of smoke detectors or carbon monoxide alarms when installing them in a certain area or floor level, err on the side of caution and install an extra detector.

**SMOKE DETECTORS, CARBON MONOXIDE ALARMS AND  
FIRE EXTINGUISHERS SAVE LIVES**

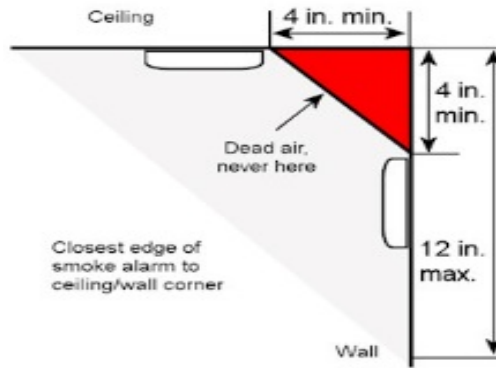
# SMOKE DETECTOR COMPLIANCE

## N.J.A.C 5:170-2.3 REQUIREMENTS FOR THE INSTALLATION OF SMOKE AND CARBON MONOXIDE DETECTORS IN ONE AND TWO FAMILY DWELLING

**NOTE: Beginning January 1st, 2019, all battery operated smoke alarms MUST be 10 year sealed battery units.**

1. All smoke detectors shall bear a label showing the detector has been tested in accordance with Underwriters Laboratories Standard 217.
2. All smoke detectors shall be either battery operated or permanently wired to a non-switchable circuit of the house current. Plug in cord connected units are permitted if a restraining device is used at the plug-in and the outlet is not controlled by a wall switch.
3. All equipment shall be installed in a workmanlike manner.
4. All equipment shall be so located that accidental activation will not be caused by jarring or vibration. **\*No Double sided tape is permitted to be used for mounting equipment.\***
5. All equipment shall be affixed to the wall or ceiling surface in accordance with the manufacturer's recommendations.
6. At least one smoke detector shall be installed on each level of the dwelling. If there are separate sleeping areas on any level, additional detectors are required in the immediate vicinity of each separate sleeping area. (Within 10 feet)
7. The preferable location for smoke detectors is on the center of the ceiling. Where this is impractical, wall mounting is acceptable. Ceiling mounted detectors shall be at least 4 inches for any side wall or other downward projection. For wall mounted units the top of the detector shall be within 4 and 12 inches of the ceiling.
8. Smoke detectors in room with ceiling sloped greater than 1 foot rise per feet horizontal shall be located at the high side of the room and are not to be installed in stairways
9. A smoke detector installed in the basement shall be located in close proximity to the stairway leading to the floor above.
10. **Dwellings with existing hardwired fire detection and carbon monoxide systems installed in new construction/renovation and a certificate of occupancy was issued, must be maintained to the same level of the certificate of occupancy upon resale. Any portion of an existing system not serviceable or repairable shall be replaced. Battery operated smoke detectors are NOT acceptable replacements.**

# SMOKE DETECTOR PLACEMENT



**BASEMENT:**

One at the bottom of the stairs to first floor.

**FIRST FLOOR:**

One at the bottom of the stairs to second floor

**SECOND FLOOR:**

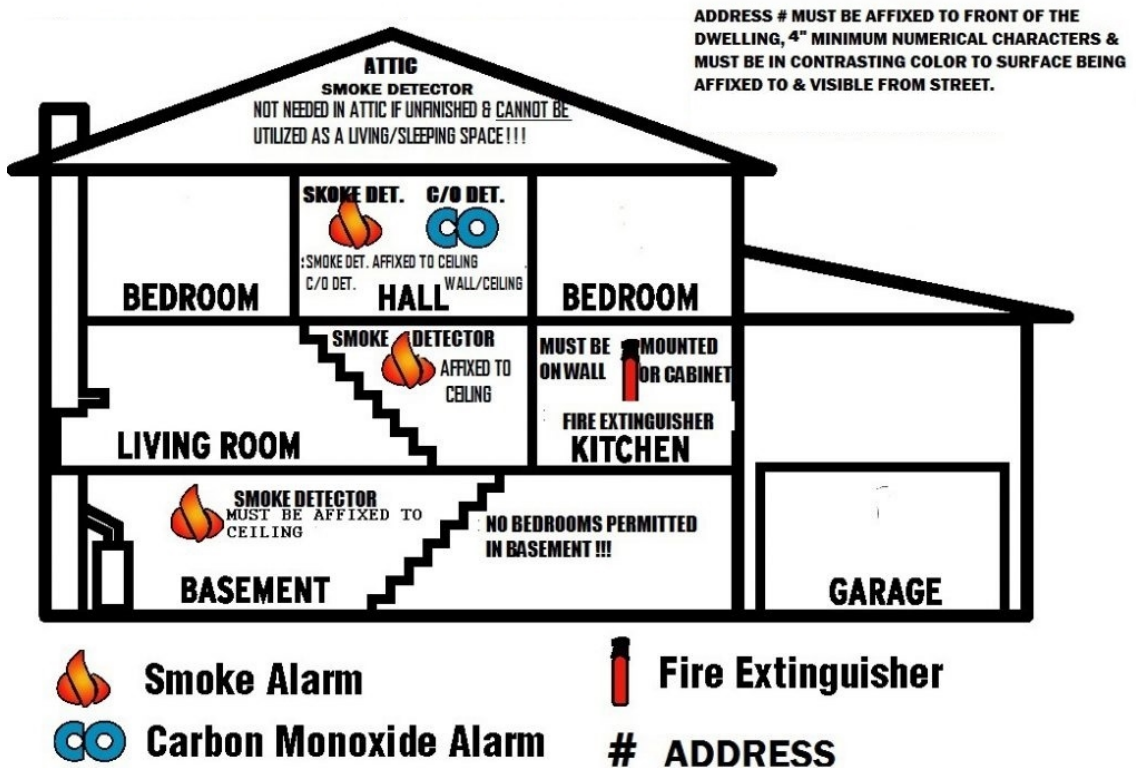
One at the top of the stairs from first floor.  
One within' 10' of a bedroom (if any).

**THIRD FLOOR:**

One at the top of the stairs from second floor. One within 10' of a bedroom (if any).

**ATTIC:**

No detector needed if the attic is not finished.



## **CARBON MONOXIDE ALARMS**

**\*DETECTORS MUST BE INSTALLED OUTSIDE BEDROOM OR SLEEPING AREA WITHIN' 10' OF BEDROOM DOORS .\***

1. A carbon monoxide alarm or detector should be located outside of each sleeping area in the immediate vicinity of the bedrooms. Where bedrooms are separated and the audibility of the alarm or the detector to occupants within the bedroom area could be seriously impaired, more than one unit could be needed. Each alarm or detector should be located on the wall, ceiling or other location as specified in the installations that accompany the unit.
2. Each alarm should cause the operation of an alarm notification appliance that should be clearly audible in all bedrooms over background noise levels and with all intervening doors closed.
3. In a household occupied by one or more hearing impaired persons, each initiating device should cause the operation of a visible alarm signal(s) in accordance with #1 & 2.

# PORTABLE FIRE EXTINGUISHER

**Fire extinguisher must be within  
10 feet of the kitchen area.**

1. The extinguisher shall be listed, labeled, charged and operable.
2. **The size shall be no smaller than 2A:10B:C and no larger than 10lbs.**
3. Must use hangers, or in brackets supplied by the manufacturer.
4. Within 10 feet of the kitchen area.
5. Located w/the top of the extinguisher not more than 5' above the floor
6. Visible & in readily-accessible spot, free from blocking by furniture, storage, equipment, & other items.
7. Near room exit or travel way that provides an escape route to exterior.
8. Accompanied by an owner's manual or written information regarding the operation, inspection, & maintenance of the extinguisher.
9. Installed so the operation instructions shall be clearly visible.



