

**BOROUGH OF ALPINE
CONSTRUCTION DEPARTMENT
APPLICATION FOR CONTINUED OCCUPANCY COMPLIANCE
CERTIFICATE OF NON-COMPLIANCE**

(THIS DEPARTMENT HAS 10 WORKING DAYS TO APPROVE OR DENY THE APPLICATION)

Application Fee \$ 400.00 Residential \$600.00 Commercial more than 10 day prior
4 to 10 days prior \$600.00 Residential \$800.00 Commercial
Fewer than 4 days prior \$800.00 Residential \$1,000.00 Commercial
Additional Inspection Fee \$90.00
Certificate of Non-Compliance \$400.00

Date of Application: _____ Closing Date: _____

Name of Seller: _____ Tel No.: _____

Address: _____

Name of Buyer: _____ Tel No.: _____

Address: _____

Property Location _____

Block # _____ Lot # _____ Zoning District: _____ Septic _____ Sewer _____

Agent: _____ Telephone _____

Company: _____ Address: _____

	Basement	1 st Floor	2 nd Floor	3 rd Floor / Attic
Number of Kitchens:	_____	_____	_____	_____
Number of Bedrooms:	_____	_____	_____	_____
Number of Bathrooms	_____	_____	_____	_____
Number of Den/Other	_____	_____	_____	_____
Number of Pools/Spas	_____	Location of Pools/Spas _____		
Number of Accessory Structures	_____			
Type of Accessory Structures	_____			

I (WE) HEREBY CERTIFY THAT I (WE) HAVE READ THIS APPLICATION THOROUGHLY AND AGREE TO CONFORM WITH THE PROVISIONS OF ORDINANCE NO. OF THE BOROUGH OF ALPINE.

SIGNATURE OF APPLICANT: Owner / Agent _____

Print / Type Owner/ Agent Name _____

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____ 20 _____

NOTARY PUBLIC stamp

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APPLICATION APPROVED: _____ APPLICATION DENIED: _____

The applicant may resubmit the application and re-submission fee once all violations have been corrected to the satisfaction of the Construction Code/Building Inspector and request a re-inspection.

NOTE: NFPA REPORT IS REQUIRED ON ALL LOW VOLTAGE ALARM SYSTEMS.

cc: Borough Engineer, Board of Health, Police Dept., Tax Dept., DPW

REVISED 02/01/20201

GUIDELINES FOR CONTINUED CERTIFICATE OF OCCUPANCY

At least one portable fire extinguisher shall be installed in all one and two family dwellings. The extinguisher must be rated for residential use consisting of a 2A:10B:C type. No larger than a 10 pound rated extinguisher. The extinguisher must be visible and mounted with an approved bracket within 10 feet of the kitchen area. (P.L.1991,c.92(C.52:27D198.1)

Carbon Monoxide Alarms are required. At least one alarm must be installed within 10' of each bedroom area.

Smoke alarms must be installed and working. They must be maintained as required at the time of original installation. If applicable, they must comply with highest level of protection required by subsequent work (addition, renovations or alterations). See Guidelines for Smoke / Carbon Monoxide Alarm Certificate.

NFPA REPORT IS REQUIRED FOR ALL LOW VOLTAGE ALARM SYSTEMS

Effective January 1, 2019 all battery operated alarms must be changed to the 10 year sealed battery type.

Alarm Systems – Someone must be on site that knows the code and proper procedure to reset the alarm system (telephone number and password for central station systems).

Electrical covers – proper electrical device covers are needed on all electrical switches, outlets and junction boxes.

Handrails – every interior or exterior flight of stairs including decks that has more than three risers require a handrail. The handrail must be able to be gripped by children as well as adults and not wider than 2 5/8".

Faucets & Toilets – shall be installed and maintained in good working order.

Garages attached or inside the house. The fire resistive rating at time of construction must be maintained. All holes that were made for repairs to plumbing or for electric must be properly patched.

Locks and egress doors – All exit doors shall be readily operable from the side from which egress is to be made without the need for keys, special knowledge or effort. Double cylinder dead bolt locks are not permitted.

Bedroom Windows – must operate properly.

Gas piping- must be properly strapped with shut off valves near appliance. If the appliance is removed the gas pipe must be capped. Aluminum piping is not permitted.

Clearance to combustibles – provide required space around fuel burning appliances. Follow manufacturer requirements.

Pool requirement – all pools are to be protected in the proper manner such as fencing and gates according to state code (appendix G section AG105 barrier requirements).

Street numbers – numbers to your house must be at least 4" and visible in case of an emergency.

Property must not pose a potential hazard. It must be maintained in a clean, safe and sanitary condition.

Accessory structures – garages, fences, sheds and walls must be kept in good state repair and maintained.

All open permits must be closed.

If we discover that work was done without the required permits. You will be required to obtain the necessary permits, pay the required fees, and arrange for all necessary inspections prior to CCO issuance.

NOTE: The items listed are not intended to be all-inclusive but are just a partial listing of the most frequently found violations during a Certificate of Occupancy Inspection.

The Alpine Code Enforcement Bureau will enforce the requirement of the smoke detector and carbon monoxide alarm certificate. This certificate is also required for your closing.

It is recommended that the Certificate of Occupancy Inspection / Smoke and Carbon Monoxide Alarm Inspection be requested as soon as the contract is signed. Please be sure to drop off your completed application along with the required fees as soon as possible. Failure to do so may result in delays in the closing.

CCO and Smoke / Carbon Monoxide Alarm Certificates are valid for 90 days from issuance

Please note in the event of failure there is a \$90.00 reinspection fee.

If you have any questions please call 201-784-2900 X22.

Rev. 7/16/21