

**BOROUGH OF ALPINE
CONSTRUCTION DEPARTMENT**

APPLICATION FOR CONTINUED OCCUPANCY 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

Temporary Certificate of Continued Occupancy Fee \$400.00 Residential \$600.00 Commercial

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 _____

	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

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____ 20_____

NOTARY PUBLIC

.....
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.

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

05/01/15

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 an A:B:C type. No larger than a 10 pound rated extinguisher. The extinguisher must be mounted with an approved bracket within 10 feet of the kitchen area.
(P.L.1991,c.92(C.52:27D198.1))

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

Smoke detectors 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. **Detectors over 10 years of age must be replaced.**

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 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 Fire Prevention 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 Detector 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 Detector Certificates are valid for 90 days from issuance

Please note in the event of failure there is a \$75.00 reinspection fee.

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

Rev. 05/05/14

GUIDELINES FOR SMOKE / CARBON MONOXIDE ALARM CERTIFICATE

The State of New Jersey requires that you obtain a Certificate of Smoke Detector and Carbon Monoxide Alarm compliance in order to sell, rent or lease an apartment or home. **This certificate is required for each change in tenancy. THE CERTIFICATE IS GOOD FOR 3 MONTHS AND IS NOT TRANSFERABLE.**

To arrange for an inspection please contact the Alpine Building Department at 201-784-2900 ext. 22. The fee is based on the number of business days required for the inspection. More than 10 days \$35.00
4 to 10 business days \$70.00 Fewer than 4 business days 125.00

The Building Code pertaining to Smoke Detectors has evolved throughout the years. It is important to note that the year that the home was built or renovated will determine the locations of necessary detectors.

Houses Built Prior to 1977

These homes did not originally require any detectors. If there were no upgrades, at a minimum one smoke detector on each level and the immediate vicinity of each sleeping area is required. A carbon monoxide alarm must be in the immediate vicinity of each sleeping area. These devices may be battery operated and must be less than 10 years of age.

Houses Built under the 1978 - 1981 Code

These homes were originally built with one electric smoke detector in the basement level and the immediate vicinity of each sleeping area. They were not interconnected. In order to pass the inspection both original detectors must be working and less than 10 years of age and additional smoke detectors must be added to meet the minimum requirement of one on each level and the immediate vicinity of each sleeping area. A carbon monoxide alarm must be in the immediate vicinity of each sleeping area. The additional detectors that are added may be battery operated.

Houses Built under the 1984 - 1992 Code

Houses built under this code; same as the above code with 2 changes. An electric detector must be on each level and the immediate vicinity of the bedroom area and must be interconnected. This means that if one alarm is activated all detectors must sound. The detectors must be less than 10 years of age. A carbon monoxide alarm must be added in the immediate vicinity of the bedrooms.

Houses Built under the 1996 Code to Present

Detectors installed on each story including basements, in all bedrooms, in the immediate vicinity of bedrooms. These devices must be interconnected and have a **battery backup**. Carbon monoxide alarm must be installed in the immediate vicinity of the bedrooms.

Houses Built under the 2009 Code

Houses built under this code use the same locations as 1996 code with the following exception. If a low voltage alarm system is used the alarm panel must be a permanent fixture and is owned by the

homeowner. It also must be monitored by an approved supervising station and maintained in accordance with NFPA 72.

Notes:

Immediate vicinity of the bedrooms is considered to be within 10 feet of the door.

Once a home is upgraded to a higher level of protection due to an addition of alteration – that level of protection must be maintained.

Smoke detectors have a life expectancy of 10 years.

Carbon Monoxide Detectors have a life expectancy of between 5 and 7 years depending on the manufacturer.

Install fresh batteries

Know alarm code and password for alarm system.

Where not to locate smoke detectors:

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

Kitchen – smoke from cooking may cause a nuisance alarm.

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

Less than 3 feet from Forced Air Duct for Heating or Air Conditioning

Near any type of Furnace – air/dust movement and normal combustion products may cause a nuisance alarm.

The Dead Air Space – space where the ceiling meets the wall.

The peak of an “A” frame type ceiling – “dead air” at the top may prevent smoke from reaching the detector.

Crawl spaces and unfinished attics.

Where not to locate Carbon Monoxide Detectors:

In electrical outlets which can be turned off by a switch.

Fire Extinguisher Requirements:

The extinguisher must be an ABC type, rated for residential use.

Size of extinguisher shall be no less than 2 ½ pounds and no more than 10 pounds.

Extinguisher to be mounted in kitchen or within 10 feet of kitchen and visible.

House Number Requirements:

House numbers must be numerical characters, at least 4” high, permanently affixed to the house and visible from the street.