

BOROUGH OF PARK RIDGE

53 Park Avenue

Park Ridge, NJ 07656

Website: www.parkridgeboro.com

RESIDENTIAL RESALE

Prior to the closing on the sale of residential property, two certificates are required by the Borough.

1. **Smoke Detector, Carbon Monoxide Certification & Fire Extinguisher Compliance:**

This requires an inspection to ensure smoke detectors, carbon monoxide alarms, and ABC-rated fire extinguishers are installed and in operating condition.

Certificate of Continued Occupancy (C.C.O)

A review of the borough's files will take place to determine if the seller has any open building permits or zoning violations and that the utilities and tax files are current and up-to date. **Certificates will not be issued if taxes or utilities are delinquent or you have any open building permits. ***This MUST be taken care of prior to submitting for a CCO.**

2. **Fees for Fire Certificate and Residential CCO:**

- a. The fee for the Certificate for Smoke Detector Compliance is as follows and will be calculated by our office and is payable to **Park Ridge Fire Prevention:**

MORE THAN 10 TEN BUSINESS DAYS	\$35
LESS THAN 10 BUT MORE THAN 4 BUSINESS DAYS	\$70
FOUR OR LESS BUSINESS DAYS	\$125

- b. The fee for the Certificate of Continued Occupancy is \$125 and is payable to **Borough of Park Ridge**

NOTE: BOTH FEES REQUIRE TWO SEPARATE CHECKS PAYABLE TO LISTED ABOVE

If you have further questions, please call:

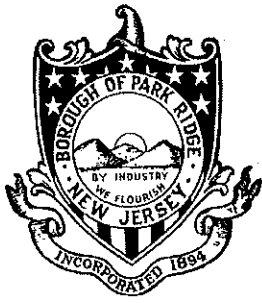
Fire Prevention Questions:
Fire Official - John Hansen
201-573-1800 x 505
jhansen@parkridgeboro.com

Zoning Questions:
Zoning Officer - Tonya Janeiro
201-391-5673
tjaneiro@parkridgeboro.com

Once the application is received, you will receive a call to set up the fire prevention inspection.

After the inspection has been completed, both certificates will be issued together and e-mailed to you within five business days. Certificates are good for 180 days from date of issue.

6/6/2024



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53 Park Avenue
Park Ridge, NJ 07656

ZONING OFFICER
(201) - 391-5673
FAX: (201) 391-7130

Website: www.parkridgeboro.com

Application for Certificate of Continued Occupancy Zoning Resale of Residential Dwelling

CCO FEE: \$125

BLOCK: _____ LOT: _____ ZONE: _____ DATE: _____

Address of Property: _____

Present Owner of Property: _____

Address of Owner if different from above: _____

E-Mail Address of Owner: _____

Telephone: (Home) _____ (Mobile): _____

Name of Buyer: (Print) _____

Present Address of Buyer: _____

E-Mail Address of Buyer: _____

Telephone: (Home): _____ (Mobile): _____

Closing Date: _____

Who should we contact to set up the fire inspection: _____

Description of Dwelling: Single Family _____ Two-Family _____ Multi Family _____
Townhouse _____ Condo _____

Application is hereby made for a Certificate of Continued Occupancy for the subject property indicated above.

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OFFICE USE ONLY

\$ 125.00 Fee: _____ Received by: _____ Date: _____

CCO Number: _____

Certificate of Continued Occupancy Checklist

No Visible Safety Problems:

- Street numbers must be visible on the property.
- No open-ended wires that are not terminated in an electrical box.
- No illegal conversions made (i.e. One family to two-family).
- The Sump Pump must NOT be connected to the sewer. As per Chapter 81A, Sewers of the Code of the Borough of Park Ridge, there are no illicit connections to the Borough's sewer system, i.e. sump pump.

Smoke Detectors/CO Detectors:

- Smoke:** Sealed, 10- year lithium battery type / **CO Detector:** 10- year battery type or plug-in type.
- *Hard- wired systems must be fully functional***, and cannot be replaced with battery only detectors. **An electrician test report is needed for a 110V or an alarm company test report for a low-voltage system.**

Fire Extinguishers:

- The extinguisher must be an approved, listed, and labeled type with a minimum rating of 2-A:10-B:C and a minimum 5 pounds.
- Brackets and/or hangers from the manufacturer must be used.
- The extinguisher must be visible in an accessible location, free from being blocked by furniture, and near an exit or travel path to the exterior of the home.
- The instructions on extinguisher must be clearly visible.
- The extinguishers must be inspected and tagged annually if they are located in a common area.

WHERE TO LOCATE DETECTORS:

Detectors 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, a detector is to be placed in the hallway outside the bedrooms as shown in Figure 1. In single floor homes with two separate sleeping areas, two detectors are required, outside each sleeping area as shown in Figure 2. In multi-level homes, detectors are to be located outside sleeping areas and at every finished level of the house as shown in Figure 3. Basement level detectors are to be located in close proximity to the bottom of basement stairwells as shown in Figure 4.

WHERE NOT TO LOCATE DETECTORS:

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

- Kitchens - smoke from cooking may cause a 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 detector.
- Near furnaces of any type - air and dust movement and normal combustion products may cause a nuisance alarm.
- A 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 detector.

FURTHER INFORMATION ON DETECTOR PLACEMENT:

For further information about smoke detector placement consult the National Protection Association's Standard No. 74-3984, titled "Household Fire Warning Equipment." For Carbon Monoxide alarms, their publications recommended Practices #720. These publications 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.

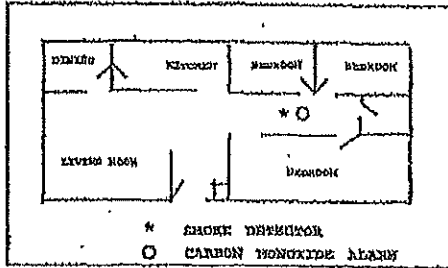


Figure 1

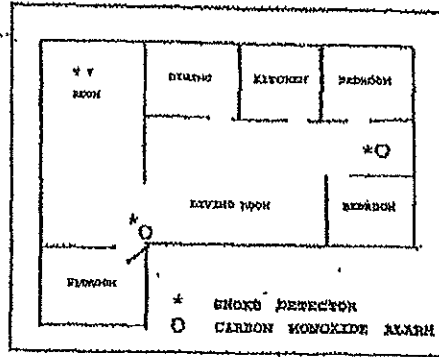


Figure 2

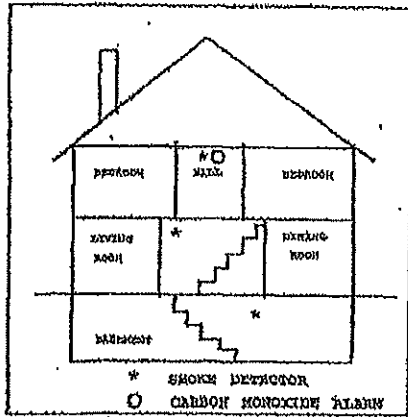


Figure 3

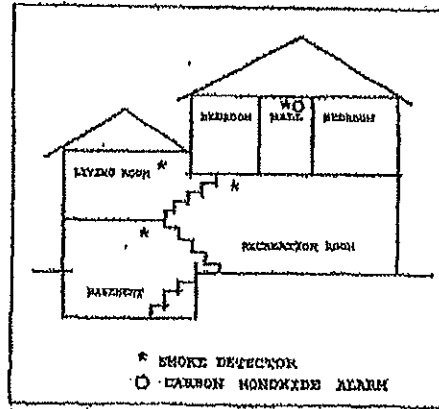


Figure 4

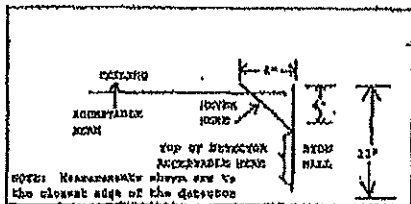


Figure 5