



BOROUGH OF TINTON FALLS
556 TINTON AVENUE
TINTON FALLS, NEW JERSEY 07724
TELEPHONE (732)542-3400 FAX (732)578-9003

APPLICATION FOR CERTIFICATE OF CONTINUED OCCUPANCY

BLOCK: _____

\$50.00 FEE PAYABLE TO:
BOROUGH OF TINTON FALLS

LOT: _____

DATE _____ CASH _____ CHECK# _____

PROPERTY ADDRESS: _____

PRESENT OWNER NAME: _____

(First & Last Names)

ADDRESS & ZIP CODE: _____

DESCRIPTION OF PROPERTY: HOUSE: TOWNHOUSE: CONDO: APT

NUMBER OF BEDROOMS: _____ **Mt. Laurel Unit:** Yes No
Active Adult Community: Yes No

APPLICATION IS BEING MADE FOR: RESALE: RENTAL:

ACCESSORY HOME STRUCTURES: _____ **POOL** _____ **SHED** _____ **GARAGE**
(CURRENTLY ON PROPERTY) _____ **PATIO** _____ **DECK** _____ **FENCE**
_____ **FINISHED BASEMENT**

All of the above required permits to have been installed therefore a permit is required for each structure in order for your CCO application to be accepted.

NAME OF BUYER/TENANT: _____

(First & Last Names)

LIST THE PERSONS WHO WILL **OCCUPY** THE DWELLING UNIT: (Names & ages of children)

FEES ARE NOT REFUNDABLE SUMMONS WILL BE ISSUED FOR FAILURE TO OBTAIN CCO FOR ANY UNIT

By the issuance of this Certificate, neither the Borough nor any of its officers or employees assume any liability, either expressed or implied, in connection therewith.

APPLICANT'S SIGNATURE _____ PHONE# _____

INSPECTION DATE REQUESTED _____

_____ MAIL _____ PICK-UP

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Section 2: External Certification Items

The property contain the following which must be CERTIFIED by PROPER Authorities
(PLEASE CHECK ALL THAT APPLY)

WELL [] SEPTIC [] WOOD BURNING FIREPLACE [] GAS FIREPLACE []

*In order to obtain CCO, the seller/agent is solely responsible for a **HEAT CERTIFICATION FOR THE FURNACE, ALL OF THE ABOVE require documentation** – Well water must be tested by a state certified lab. Septic system must be inspected, certified and cleaned out if required.*

1. OWNER SECTION (to be completed if applicant is owner in fee)

() I CERTIFY THAT THIS DWELLING AND ALL OTHER STRUCTURES ON THE PROPERTY MEET THE ZONING REQUIREMENTS OF THE BOROUGH OF TINTON FALLS.

SIGNATURE: _____ DATE: _____

2. I attest to the fact that **NO** rubbish/debris/bulk garbage will be left on this property prior to new occupancy.

Owner []

Buyer []

Agent []

FAILURE TO COMPLY WILL RESULT IN RETRACTION OF CCO AND A SUMMONS WILL BE ISSUED. THIS APPLIES TO ALL PROPERTY WITHIN THE BOROUGH OF TINTON FALLS.

Authorized Signature

Date

3. REALTOR/AGENT SECTION (to be completed if applicant is not the owner in fee)

() I AGREE TO ADVISE HOMEOWNER THAT ALL ADDITIONS AND ACCESSORY STRUCTURES ON THE PROPERTY MUST MEET THE ZONING REQUIREMENTS OF BOROUGH OF TINTON FALLS.

REALTOR/AGENT NAME _____ *(Please print or type)*

ADDRESS _____

CITY & ZIP CODE _____, _____

TELEPHONE: _____ CELL PHONE: _____

SIGNATURE _____ DATE _____



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CHECKLIST FOR
RESIDENTIAL CERTIFICATE OF CONTINUED OCCUPANCY

This partial checklist is to be used by residents as a convenience list and is not to be the definition of codes. The list does not cover everything but is provided to give an IDEA of what residences most commonly fail for. In absolutely no way does this list constitute all of the reasons which a home may fail CCO inspection

EXTERIOR OF BUILDING

- | | (Code Section) |
|---|----------------|
| 1. Condition of gutters, downspouts & leaders | 304.6 |
| 2. Condition of sidewalk, driveway, apron & handrails. | 702.9 & 303.3 |
| 3. Condition of accessory structures (i.e. sheds, fences, etc.) | 303.7 |
| 4. All windows & doors in habitable rooms must have screens in good condition. | 304.12 |
| 5. Condition of chimney & flashing. | 304.9 |
| 6. Condition of façade of structure (paint, siding, stucco finish, etc.) | 304.5 |
| 7. All exterior & interior stairs with four (4) or more risers or more than 30 "above ground level must have handrails. | 702.9 |
| 8. Grounds around buildings must be free of debris (garbage/rubbish). | 306.1 |
| 9. House number to be on front of house or mailbox (min 3" high). | |

INTERIOR OF BUILDING

- | | (Code Section) |
|--|----------------|
| 1. Every habitable space shall contain at least two separate receptacles. | 605.2 |
| 2. Check for lighting fixtures in hallways, stairways, bathrooms, laundry rooms & furnace rooms. | 605.3 |
| 3. All windows must be operable. | 304.11.2 |
| 4. All broken or cracked must be replaced. | 304.11.1 |
| 5. Check all plumbing fixtures for leaks. | 505.1 |
| 6. Check electrical system. | 604.0 |
| 7. Check for excess debris in attic, cellar & throughout house | 306.1 |
| 8. Provide GFI outlets in all bathrooms, kitchens and laundry areas. | |

**RESIDENTIAL CCO CHECKLIST
PAGE 2**

INTERIOR OF BUILDING (continued)

	(Code Section)
9. All interior surfaces must be in good, clean and sanitary condition	305.3
10. Gas stove & gas dryer must have gas shut off valve behind each appliance.	603
11. Hot water heater must have approved pressure relief valve and extension 8" from floor.	506.4
12. Dwelling must be in a clean and sanitary condition (interior & exterior).	303.1&305.1
13. Check ventilation in bathrooms. Must have working window or vent fan	404.2
14. Check stove; must be clean and in proper working condition.	603.2
15. Door from dwelling to garage must be solid core or steel, with no glass. Door must have a 20 minute fire rating.	

TO BE PROVIDED (prior to release of CCO)

1. Documentation by a professional that heating unit is clean and in proper working condition.	603.1
2. Documentation by a professional that fireplace (wood burning or gas) is clean & free from defects.	603.1
3. Documentation that septic system has been inspected and cleaned out, if required.	507.2
4. Documentation that well water has been tested by a state certified lab.	506.1
5. Certificate of Smoke Detector and Carbon Monoxide Alarm Compliance is required as stated in Borough Ordinance 14-1.10, evidencing compliance with N.J.A.C. 5:70-2.3.	

ALL UTILITIES (GAS, WATER, ELECTRIC) MUST BE OPERATING AT TIME OF INSPECTION

- The Certificate of Continued Occupancy will be issued within a few days after final approval has been given (i.e. furnace, smoke detectors, well, septic, fireplace). Please allow sufficient time when making your application and scheduling inspections and re-inspections.
- By issuance of the Certificate of Continued Occupancy, neither the Borough nor any of its officers or employees assumes any liability, neither expressed nor implied, in connection therein.

TINTON FALLS FIRE PREVENTION BUREAU
556 TINTON AVENUE
TINTON FALLS, NEW JERSEY 07724
PHONE (732) 542-3400 EXT. 238 FAX (732) 389-2377

APPLICATION FOR SMOKE DETECTOR AND CARBON MONOXIDE ALARM INSPECTION

BLOCK: _____ LOT: _____ INVOICE # _____

DATE PAID: _____ CHECK # _____ CASH RECEIPT # _____

Checks are payable to Borough of Tinton Falls
\$ 40 - More than ten business days prior to occupancy change
FEES \$ 75 - 4 to 10 business days prior to occupancy change
\$130 - Less than four business days prior to occupancy change

PROPERTY ADDRESS: _____ APT # _____

INSPECTION TYPE: Resale ___ Rental ___ Other ___ DATE OF CLOSING/OCCUPANCY _____

TYPE OF UNIT: House ___ Townhouse ___ Condo ___ Apt ___ NUMBER OF BEDROOMS: _____

NOTE: NJ State law stipulates that Smoke Detector Certificates expire 60 days from date of inspection

PRESENT OWNER: _____

ADDRESS: _____

TELEPHONE: (____) _____ PAGER/CELL/OTHER (____) _____

BUYER/TENANT NAMES: _____ PHONE: _____

EMERGENCY CONTACT: _____ PHONE: _____

PERSON TO CONTACT: _____

TELEPHONE: (____) _____

Signature of Applicant

FOR OFFICE USE:

DATE OF INSPECTION _____ TIME OF INSPECTION: _____

SMOKE DETECTOR REQUIREMENTS

NJ State law requires smoke detectors in all 1 & 2 family dwellings when a change of owner/occupant occurs. Before a unit is sold, rented or otherwise subject to a change in occupancy for residential purposes, the owner shall obtain a Certificate of Smoke Detector Compliance. Applications may be obtained from the Tinton Falls Fire Prevention Bureau.

Smoke Detectors are required to be located on every level of a residence; basement, first floor (excluding crawl spaces and unfinished attic areas) and within 10 ft of every sleeping area. In homes with only one sleeping area on one floor, a detector is to be placed in the hallway outside of the bedroom(s). In multi-level homes, detectors should be located outside of sleeping areas and at every level of the home. Basement level detectors should be located at the bottom of the basement stairway.

Two-thirds of all fire deaths occur in households that have no working smoke detectors. Many of these deaths are a result of batteries being removed from the smoke detectors because of "nuisance" alarms caused by cooking or low batteries. Disabling your smoke detector will leave your household without the life-saving early warning that smoke detectors provide. The following recommendations can minimize the occurrence of "nuisance" alarms:

- ◆ DO NOT LOCATE detectors in the kitchen areas. Smoke from cooking may cause nuisance alarms. Use of exhaust fans while cooking can prevent cooking vapors from setting off the alarm. Bathroom areas should also be avoided since steam from showers may cause activation.
- ◆ OTHER AREAS TO AVOID are near forced air ducts used for heating or air conditioning. The air movement may prevent smoke from reaching the detector. "Dead Air" space where the ceiling meets the wall and peaks of an "A" frame type of ceiling should also be avoided.
- ◆ IF YOUR DETECTOR ANNOYS YOU by "chirping" or "beeping", the batteries may need to be replaced.
- ◆ RESIDENTIAL UNITS that have hard wired, interconnected detectors or just hard wired detectors. These detectors cannot be replaced with battery. All required interconnected detectors must activate simultaneously.

If the alarm on your smoke detector ever sounds when it shouldn't, don't risk your family's safety by disarming it. The measures listed above should be sufficient to maintain safety without experiencing annoying nuisance alarms.

If you have any questions or problems, please call Fire Marshal Cary Costa at (732) 542-3400 ext 236 or 238.

Tinton Falls Fire Prevention Bureau
556 Tinton Avenue Tinton Falls NJ 07724
Phone (732) 542-3400 Ext 238
Fax (732) 389-2377

FIRE EXTINGUISHER REQUIREMENTS

Effective November 1, 2005 – Revised October 7, 2009

The Legislature amended and enacted P.L. 1991, c. 92 (C.52:27D-198.1), requiring that all one- and two-family dwellings at a change of occupancy be provided with a portable fire extinguisher, in addition to the requirements for smoke and carbon monoxide detectors. This act was signed into law on April 14, 2005 with an effective date of November 1, 2005.

The requirements for the type and placement of the extinguishers are as follows:

- 1) At least one portable fire extinguisher shall be installed in all one- and two-family dwellings and multi-family dwelling units upon change of occupancy;

Exceptions: Apartments in buildings with common enclosed corridors that are provided with mounted fire extinguishers as approved by the Fire Prevention Bureau.

- 2) The extinguisher shall be listed, labeled, charged, and operable;
- 3) The size shall be no smaller than 2A:10B:C, rated for residential use and weigh no more than 10lbs;
- 4) The hangers or brackets supplied by the manufacturer must be used;
- 5) The extinguisher must be located within 10 feet of the kitchen.
NOTE: Fire extinguisher shall not be mounted in closets, kitchen cabinets or other rooms where the extinguisher is not fully visible from the kitchen area.
- 6) The top of the extinguisher must not be more than 5 feet above the floor;
- 7) The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items;
- 8) The extinguisher must be near a room exit or travel path that provides an escape route to the exterior;
- 9) The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher; and
- 10) Lastly, the extinguisher must be installed with the operating instructions clearly visible.

New fire extinguishers are not required to be serviced and tagged, as long as the seller or agent can provide proof of purchase or receipt.

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Phone(732)542-3400 Ext. 238 Fax (732) 389-2377
Email: fireprevention@tintonfalls.com Website www.tintonfalls.com

CARBON MONOXIDE ALARM REQUIREMENTS

Effective April 7, 2003

NJ State law now requires the owners of 1 & 2 family dwellings to install at least one carbon monoxide alarm prior to resale or rental. NJAC 5:70-2.3 states that no municipal certificate of occupancy be issued for any residential dwelling structure containing a fuel-burning appliance and/or an attached garage unless each dwelling unit contains at least one carbon monoxide alarm.

Type & Location

- *Alarms may be battery-operated*
- *Must be listed in accordance with UL-2034*
- *Must be installed outside bedrooms (preferably at eye level) and within 10 ft. of all bedroom doors as per NFPA-720*

A Certificate of Smoke Detector and Carbon Monoxide Alarm Compliance will be issued by the Fire Prevention Bureau after an inspection determines the proper placement of the alarms, as well as smoke detectors.

If you have any questions or concerns, please call Fire Marshal Cary Costa at (732) 542-3400 ext. 236 or 238.

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