

T: (973) 402-9410 100
F: (973) 316-8498 Boonton,



Washington Street
NJ 07005

FAILURE TO PROVIDE REQUIRED INFORMATION FOR CERTIFICATE OF COMPLIANCE

Please be advised that failure to provide all of the required information on a Certificate of Compliance (C of C) Application at the time of initial submittal may result in a delay of up to 3 days in the issuance of said C of C.

If all of the required information is not submitted and a Certificate of Compliance is not issued prior to the sale of the property or a change in tenancy the current owner or the seller of the property will be subject to one or more of the following:

- a fine not to exceed \$2,000.00. or
- a term of imprisonment not exceeding 90 days or
- a period of community service not exceeding 90 days.

If you have any questions regarding this matter you may call the office at any time. Thank you for your anticipated cooperation regarding this matter.

Sincerely,

Patrick Lavery
Chief Code Enforcement Officer

CERTIFICATE OF COMPLIANCE PROCEDURE FOR RESIDENTIAL DWELLINGS

GENERAL: No owner, agent, or any person shall rent or lease or sell or in any way deliver up for use, change of use or occupancy any business, building, dwelling unit, lodging unit, rooming unit, or boarding unit, until a Certificate of Compliance has been issued by the Code Official.

I: CERTIFICATE OF COMPLIANCE (C of C) APPLICATION

- A) All applications must be completed.
- B) Application fee must be paid for prior to scheduling an inspection.
- C) Applications must be submitted no less than ten (10) working days prior to the anticipated closing date. (It is recommended that a certificate be applied for immediately after attorney review.)
- D) A date and time will be given for the C of C inspection.

II: INSPECTION

- A) On the day of the inspection, we will be doing a complete interior and exterior property maintenance inspection. We will also be measuring all rooms so that a calculation can be made to determine what the sleeping capacity is.
- B) Some of the things that we will be looking for during an inspection are, but not limited to:
 - 1. Open Construction Permits: All outstanding construction permits must be inspected and approved prior to a C of C being issued.
 - 2. Exterior Property Areas: including sidewalks, drainage, weeds and grass, accessory structures, unlicensed motor vehicles, rubbish or garbage, etc.
 - 3. Exterior Structure: including building, siding, foundation walls, gutter and leaders, roofs, windows, overhangs, screens, and doors, etc.
 - 4. Interior Structure: including interior surfaces, rubbish or garbage, insects, stairs and railings, hand rails and guards.
 - 5. Lights and ventilation: including venting in bathrooms, clothes dryer exhaust, habitable spaces, etc.
 - 6. Occupancy limitations: including possible overcrowding, occupancy calculations, minimum room sizes, ceiling heights, minimum room widths, and minimum area requirements, etc.
 - 7. Plumbing Facilities: including toilets, sinks, showers, bathtubs, proper water supply, sump pump discharge, and water heating facilities, etc.
 - 8. Heating Facilities: including heating equipment, cooking equipment, clearances, fireplaces, etc.
 - 9. Electrical facilities: including receptacles, ground fault circuit interrupter (GFCI), lighting fixtures, electrical system hazards, etc.
 - 10. Means of Egress: including safe and unobstructed means of egress, emergency escape, aisle widths, etc.
 - 11. Accumulation and storage: including garbage, hazardous material, etc.
 - 12. Fire protection and carbon monoxide: including smoke detectors, fire extinguishers, carbon monoxide detectors, etc.
 - 13. Sanitary conditions: including cleanliness, garbage facilities, containers, etc.
 - 14. Extermination: including insects, rats or other pests.

III: INSPECTION RESULTS IN NO VIOLATIONS FOUND

- A) If the inspection results in no violations found, a Final Certificate of Compliance will be issued. A minimum of three working days is required to process a Final Certificate of Compliance. **No C of C's will be issued on the same day as the inspection.**

IV: INSPECTION RESULTS IF VIOLATIONS FOUND

- A) If violations are found during the inspection, a list will be prepared of the violations that need to be corrected. If the owner wants to receive a Final C of C all of the said violations must be corrected within thirty days of the issuance of the inspection results.
- B) If violations are found during the initial C of C inspection, then the owner must make a decision as to how he or she is going to proceed.
- C) If the owner is not looking to do any repairs or only some of the repairs, a Temporary C of C can be issued.
- D) There are two types of Temporary C of C's. If the violations found are safety related and the owner refuses to make the repairs a Temporary C of C can be issued that allows for the closing to continue, but there will be a stipulation on the C of C that no one can occupy the premises until all of the violations have been corrected within thirty (30) days of the issuance of said Temporary C of C.
- E) The second type of Temporary C of C that can be issued is when there are violations found that are not safety related. A temporary C of C can be issued for thirty (30) days with a stipulation that the new owner can occupy the premises and will correct these violations within thirty (30) days of the issuance of a temporary C of C.

NOTE #1: In order to issue any Temporary C of C, a letter must be provided to us from the perspective buyer that says that he or she will be responsible to correct all said violations within thirty (30) days of the issuance of a Temporary C of C.

NOTE #2: The C of C fee includes the cost of the initial inspection plus one (1) re-inspection. Additional re-inspections, whether due to non-compliance or inability to gain access for a scheduled re-inspection, will be charged \$50.00 per re-inspection visit. The cost for all inspections relating to the issuance of a C of C shall be paid in full no less than twenty-four (24) hours prior to the scheduled re-inspection.

V: COMPLETING TEMPORARY C OF C VIOLATIONS

All violations relating to a temporary Certificate of Compliance must be corrected within thirty (30) days. Extensions of time may be granted if a good faith effort is shown that the violations are being addressed and will be completed within a reasonable time frame. If the violations are not corrected and a request is not made for an extension a summons to court may be issued for failure to comply with the temporary C of C. The penalties for failing to comply can be up to \$2,000.00 or a term of imprisonment not exceeding ninety (90) days or a period of community service not to exceed 90 days.

If there are any questions regarding the Certificate of Compliance process, please call (973) 4029410 Ext. 632 for help. To review the Property Maintenance Code go to the Town of Boonton website at www.boonton.org,

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EFFECTIVE JANUARY 1, 2019 ALL BATTERY OPERATED SMOKE DETECTORS MUST BE 10 YEAR SEALED BATTERY UNITS. NO OTHER DETECTORS OTHER THAN THOSE LISTED BELOW WILL BE APPROVED OR ACCEPTED!

5:70-4.19 Smoke alarms for One- and Two-Family Dwellings; Carbon Monoxide Alarms; and Portable Fire Extinguishers

(A) In One- and Two-Family or Attached Single Family Dwellings subject to the requirement of N.J.A.C. 5:70-2.3, Smoke Alarms SHALL be installed as follows:

1. On Each Level of the Premises; And
2. Outside Each Separated Sleeping Area

(B) The Smoke Alarms required in (A) Above SHALL be located and maintained in accordance with NFPA 72.

1. The Alarms SHALL NOT be required to be interconnected.

(C) Ten-Year Sealed Battery-Powered Single Station Smoke Alarms SHALL be installed and SHALL be listed in accordance with ANSI/UL217, incorporated herein by reference. However, A/C Powered Single or Multiple Station Smoke Alarms installed as part of the original construction or rehabilitation project SHALL NOT be replaced with Battery Powered Smoke Alarms. *The effect date of this subsection SHALL be January 1, 2019. *

1. A/C-Powered Smoke Alarms SHALL be accepted as meeting the requirements of this section.

(D) Carbon Monoxide Alarms SHALL be installed in all dwelling units in buildings in one- and two family or attached single family dwellings, except for units in buildings that do not contain a fuel burning device or have an attached garage, as follows:

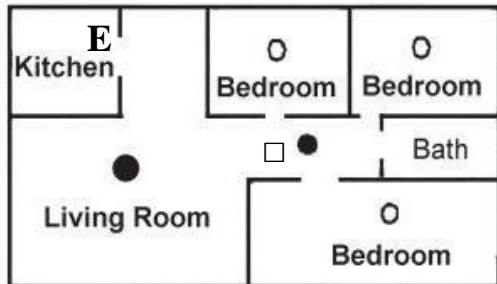
1. Single Station Carbon Monoxide Alarms SHALL be installed and maintained in the immediate vicinity of the sleeping area(s).
2. Carbon Monoxide Alarms may be Battery-Operated, Hardwire or of the Plugin type and SHALL be listed and labeled in accordance with UL-2034 and SHALL be installed in accordance with the requirements of this section and NFPA-720.

(E) A Portable Fire Extinguisher SHALL be installed in accordance with the following:

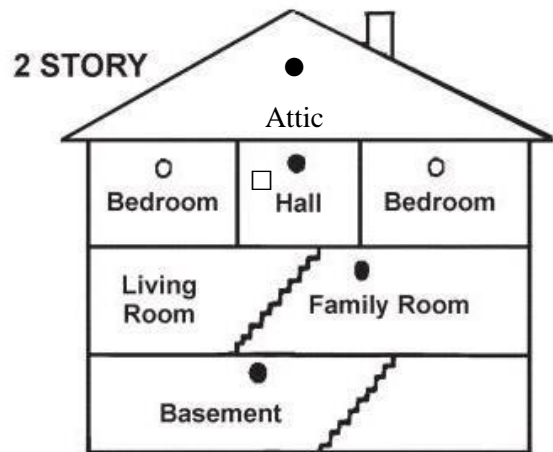
1. The Extinguisher SHALL be within 10 feet of the kitchen and located in the path of egress;
2. The Extinguisher SHALL be readily accessible and not obstructed from view;
3. The Extinguisher SHALL be mounted using the manufacturer's hanging bracket so the operating instructions are clearly visible;

4. The Extinguisher SHALL be an approved listed and labeled type with a minimum rating of 2A10B:C and no more than 10 pounds;
5. The Owner's Manual or Written Operation Instructions SHALL be provided during the inspection and left for the new occupant;
6. The Extinguisher SHALL be serviced and tagged by a Certified Division of Fire Safety Contractor within the past 12 months or the seller must have a receipt for a recently purchased Extinguisher;
7. The top of the Extinguisher SHALL NOT be more than five feet above the floor.
8. Exception: Portable Fire Extinguishers SHALL NOT be required for seasonal summer units, for purposes of applying this exception, "Seasonal Summer Unit" SHALL mean a dwelling unit rented for a term of not more than 125 consecutive days for residential purposes by a person having a permanent resident elsewhere.

SINGLE STORY RESIDENCE



TWO STORY RESIDENCE



- Smoke Alarms for Minimum Protection
- Recommended Smoke Alarms for Additional Protection

- Carbon Monoxide Alarm
- E Portable Fire Extinguisher

