

**BOROUGH OF NORTHVALE
BUILDING DEPARTMENT
116 PARIS AVENUE
NORTHVALE, NEW JERSEY 07647
201-767-8069**

**INSTRUCTIONS FOR FILING FOR A
CERTIFICATE OF CONTINUED OCCUPANCY**

- Submit the application after answering all questions
- Contact this office to arrange for an appointment for the required inspections at least 21 days prior to your needing the certificate
- Submit telephone number and name of person(s) that we may contact to gain entry for the inspection
- Any violation of applicable codes and regulations must be abated before a CCO will be issued

**NO CCO WILL BE ISSUED UNTIL ALL ITEMS
HAVE PASSED INSPECTION**

BOROUGH OF NORTHVALE
BERGEN COUNTY, NEW JERSEY

116 Paris Avenue
Northvale, New Jersey 07647
201-767-8069 - 201-784-4766 - 201-767-0372 (fax)



BUILDING DEPARTMENT
116 PARIS AVENUE
NORTHVALE, NJ 07647
(201)767-8069

APPLICATION FOR CERTIFICATE OF CONTINUED OCCUPANCY

Block _____ Lot _____ Date: _____

Property Owner: _____

Property Address: _____

Unit/Apt. Number: _____ Owner Telephone Number _____

Agent or Realtor _____

Address: _____ Telephone Number: _____

Attorney (seller or tenant) _____

Contact Phone Number: _____ Alternate Number: _____

Purchaser Name: _____ Attorney Name: _____

Phone Number: _____ Phone Number: _____

Area Zoned _____ Present Use: _____ Single Family
_____ Two Family
_____ Three Family or More (legal proof required)
_____ Condo
_____ Co-Op
_____ Rental

Date Inspected: _____ Inspected By: _____

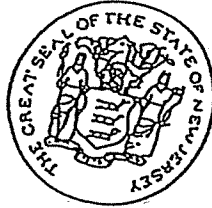
Passed issue certificate _____ Failed _____

Did not pass for the following reasons:

Fee \$ 100.00 CCO# _____ CHECK # _____

BOROUGH OF NORTHVALE
FIRE PREVENTION BUREAU
116 Paris Avenue, Northvale, New Jersey 07647
201-767-8069 Fax 201-767-0372

JOSEPH ZAVARDINO
Fire Marshal



**APPLICATION FOR CERTIFICATE – SMOKE DETECTOR,
CARBON MONOXIDE ALARM AND FIRE EXTINGUISHER**

DATE: _____ (FEES) ONE AND TWO FAMILY \$75.00
APARTMENTS - \$50.00 PER APARTMENT

BLOCK: _____

LOT: _____

OWNER / AUTHORIZED AGENT: _____

PROPERTY TO BE INSPECTED: _____

DATE OF CLOSING: _____

TELEPHONE #: () _____

SIGNATURE OF OWNER / AUTHORIZED AGENT: _____

***NOTE: THE CERTIFICATE OF SMOKE DETECTOR, CARBON MONOXIDE AND FIRE
EXTINGUISHER WILL BE ISSUED WITH THE CERTIFICATE OF CONTINUED
OCCUPANCY***

OFFICIAL USE

FEE: _____
PAID [] CHECK # _____ CASH _____
COLLECTED BY: _____
CERTIFICATE # _____
DATE: _____

BOROUGH OF NORTHVALE
Building Department
116 Paris Avenue
Northvale, New Jersey 07647
201-767-8069 - 201-767-0372 (fax)



Michael Sartori
Building/Fire/Zoning

Laura Benvenuto
Technical Assistant

APPLICATION - CERTIFICATE OF CONTINUED OCCUPANCY - RENTALS

**ALL QUESTIONS MUST BE COMPLETED BY THE LANDLORD
OR LEGAL REPRESENTATIVE**

Address _____ Block _____ Lot _____

Landlord Name _____

Address _____

Telephone # _____ Rental Registration Number _____

Tenants Name _____ Date of Occupancy _____

Others in Household:

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Please indicate rooms available in the Rental Unit Apartment # _____

Kitchen [] Sq.Ft. _____ Living Room [] Sq.Ft. _____ Dining Room [] Sq.Ft. _____

Bathroom [] How many _____ Sq. Ft. _____ Bedroom [] How many _____ Sq. Ft. _____

Other [] Description _____ Sq. Ft. _____

I certify that the foregoing statements are true. I am aware that if any of the statements made by me are willfully false, I am subject to punishment.

Landlord

Date

**CHECKLIST
FOR
SMOKE DETECTOR AND CARBON MONOXIDE
AND
FIRE EXTINGUISHER CERTIFICATE**

SMOKE DETECTORS:

- Smoke detectors shall be located (1) on each level, including basement.
- Outside Bedrooms smoke detector(s) shall be within 10 feet of all bedroom doors.
- Smoke detectors shall NOT be located in attic, crawl spaces, or in immediate kitchen area.
- Smoke detectors may be battery operated or electric interconnected system.

CARBON MONOXIDE ALARMS.

- At least (1) carbon monoxide shall be installed outside and within 10 feet of all bedroom doors
- Additional carbon monoxide may be installed on other levels and in furnace/boiler area
- Carbon monoxide alarm may be battery operated, plug in electrical or smoke detector/carbon monoxide combination type

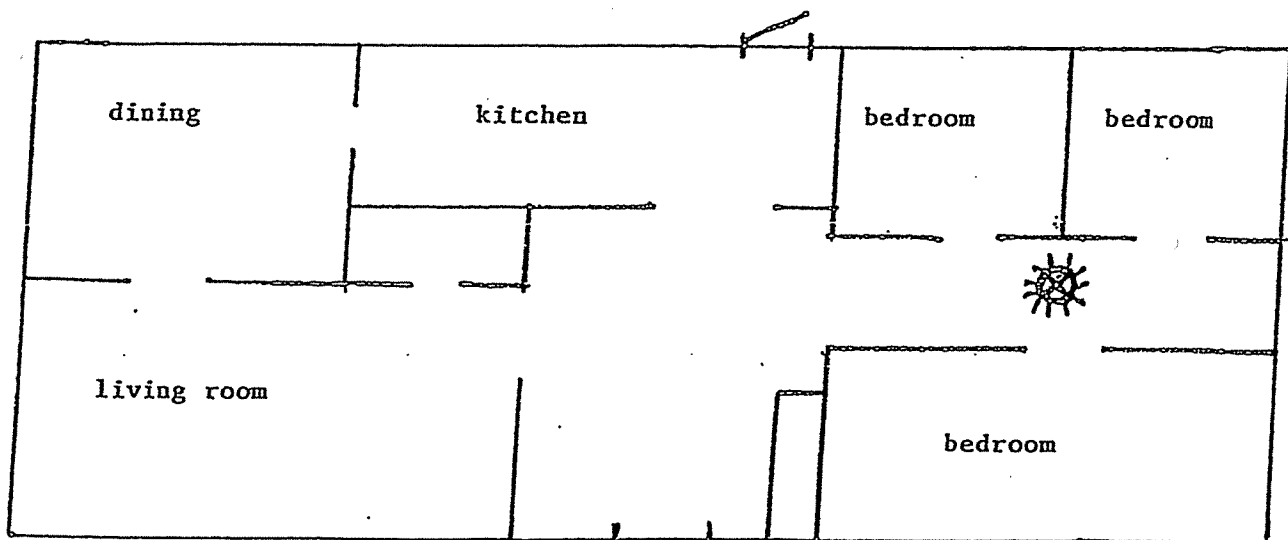
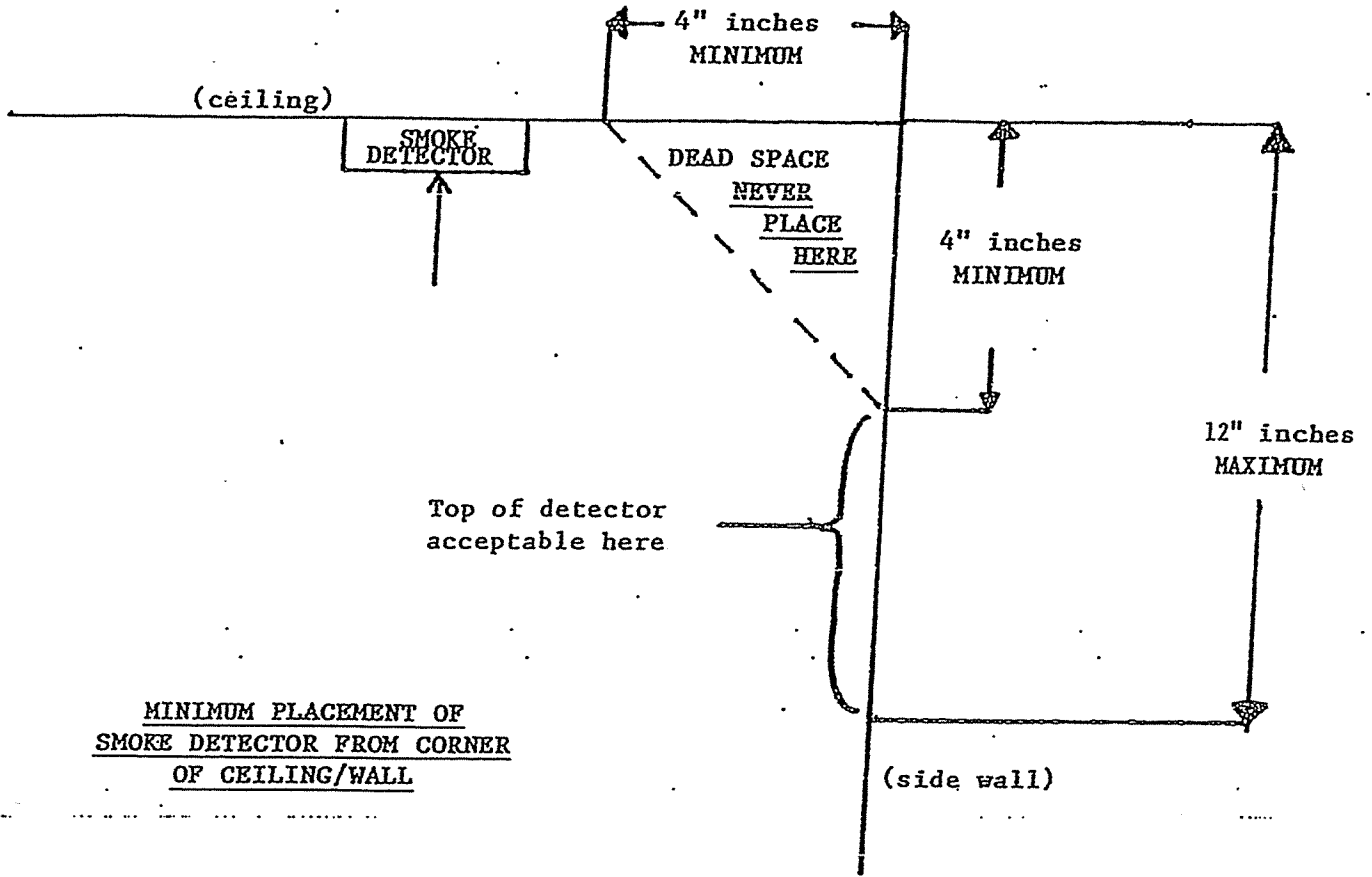
PORTABLE FIRE EXTINGUISHER:

- At least (1) portable fire extinguisher shall be within 10 feet of the kitchen
- Extinguisher shall be listed and no smaller than 2A: 10B:C rated for residential and no more than 10lbs
- Extinguisher shall be hung no more than 5 above floor must be in visible, readily accessible and near an exit location.

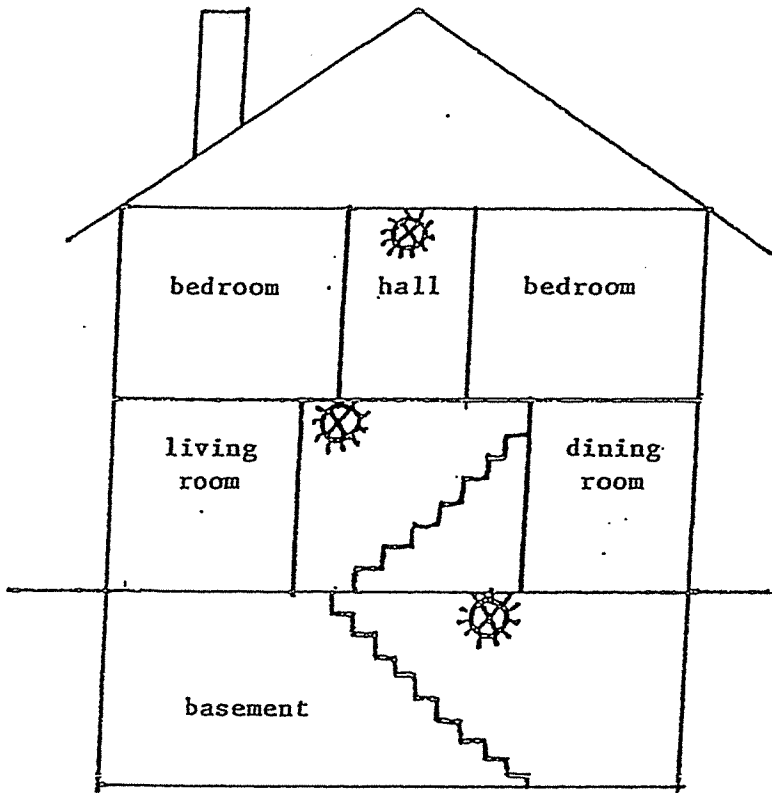
See attach diagram for required (above) and additional recommended locations for smoke detector and carbon monoxide alarm locations

*** "Shall" indicates required by code

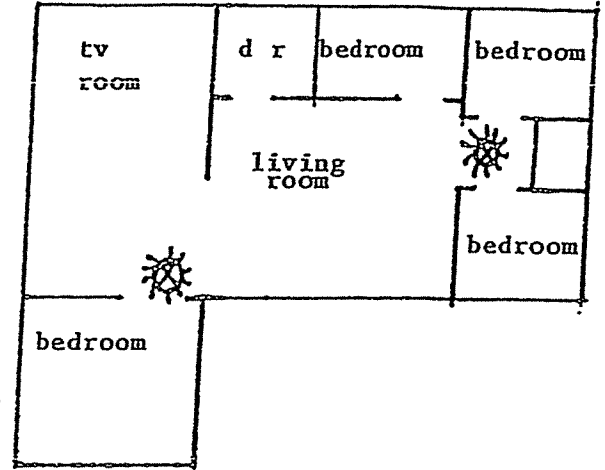
SOME EXAMPLES OF SMOKE DETECTOR PLACEMENT



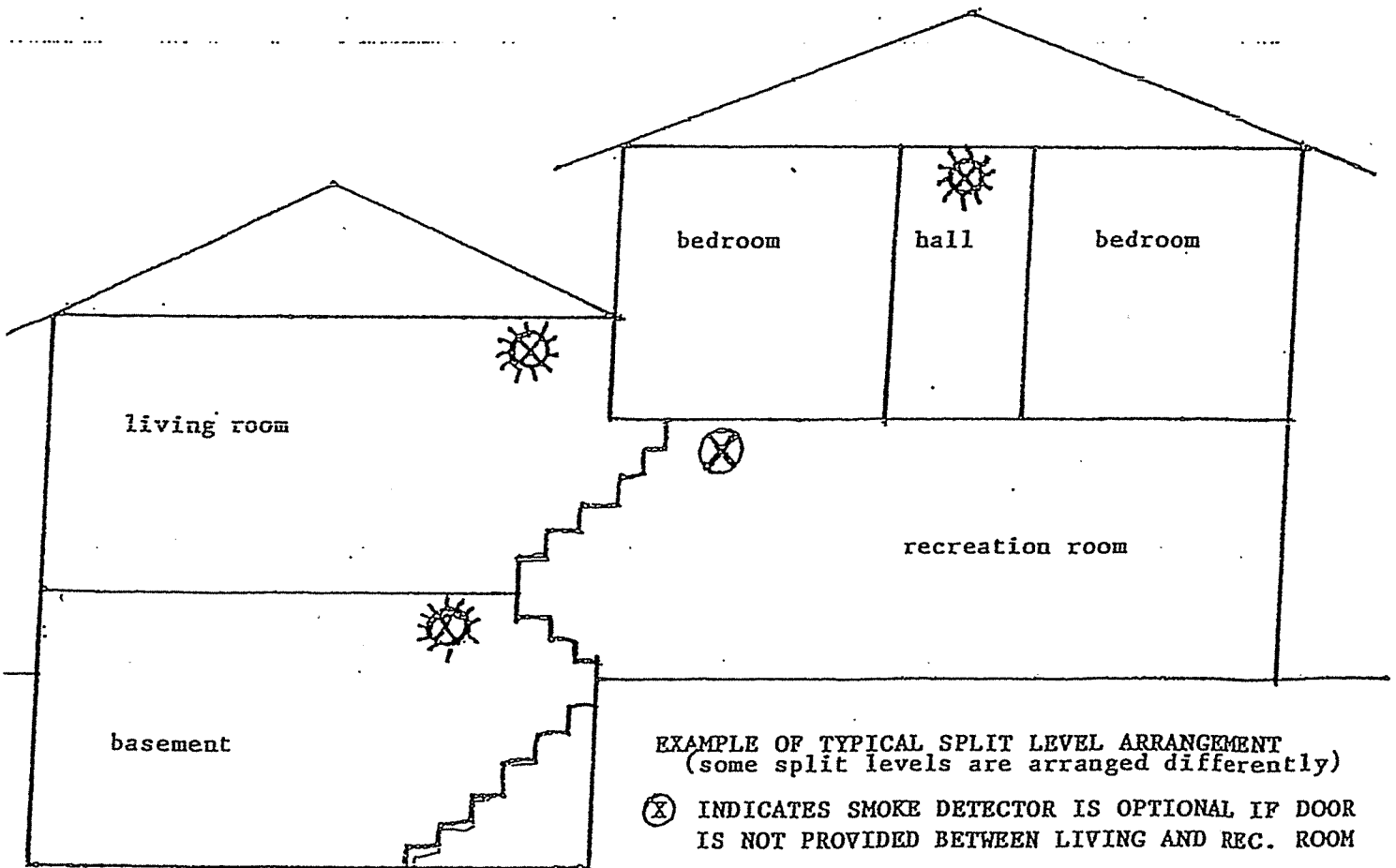
SMOKE DETECTOR SHOULD BE LOCATED BETWEEN THE SLEEPING AREA AND THE REST OF THE FAMILY UNIT.



AT LEAST ONE SMOKE DETECTOR SHALL BE LOCATED ON EACH STORY



IN FAMILY LIVING UNITS WITH MORE THAN ONE SLEEPING AREA, A SMOKE DETECTOR SHALL BE PROVIDED TO PROTECT EACH AREA



EXAMPLE OF TYPICAL SPLIT LEVEL ARRANGEMENT (some split levels are arranged differently)

(X) INDICATES SMOKE DETECTOR IS OPTIONAL IF DOOR IS NOT PROVIDED BETWEEN LIVING AND REC. ROOM