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## INSTRUCTIONS FOR FILING FOR A CERTIFICATE OF CONTINUED OCCUPANCY

1. Submit application after answering all questions.
2. Contact this office to arrange for an appointment for the required inspections at least 21 days prior to your needing the certificate.
3. Submit telephone number and name of person(s) that we may contact to gain entry for the inspection.
4. Any violations 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

INCORPORATED 1916



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 #** \_\_\_\_\_

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

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**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**

**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 bedroom 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 home 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.
- The 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. 74-1984, titled "Household Fire Warning Equipment." For Carbon monoxide alarms, their publication is Recommended Practice #720. These publications may be obtained by writing to the Publication Sales Department, National Fire Protection Association, Batterymarch Park, Quincy, MA, 02262.

Carbon monoxide alarms are to be located in every separate sleeping area per NFPA 720 and manufacturer's recommendations.

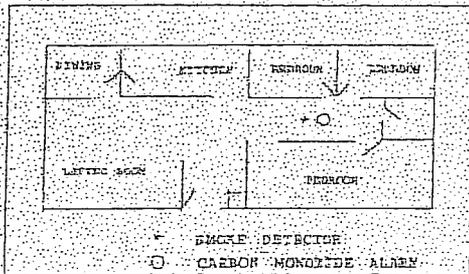


Figure 1

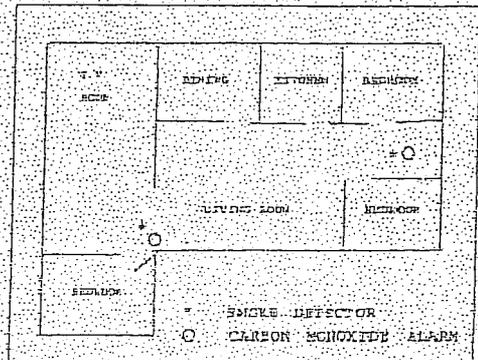


Figure 2

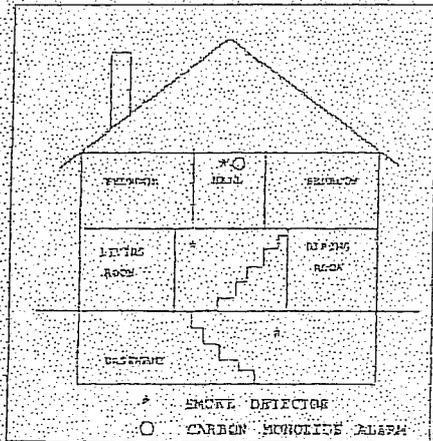


Figure 3

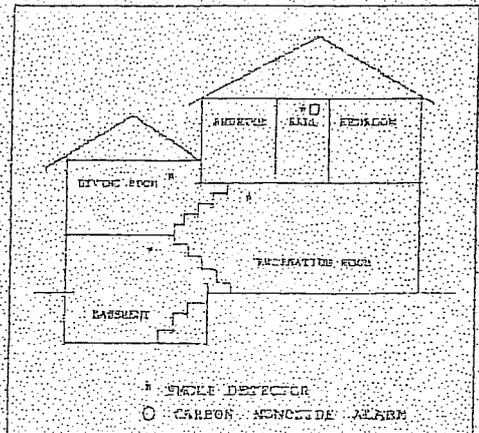


Figure 4

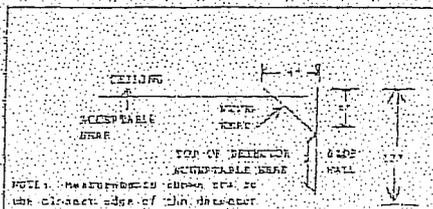


Figure 5

carbon monoxide 10' from sleeping quarters and 1 in the vicinity of furnace

Smoke alarms on every floor