



# FIRE PREVENTION BUREAU

Scott Conley, Fire Official  
60 Margaret King Ave, 2<sup>nd</sup> Floor  
Phone (973) 475-7132 ■ Fax (973) 962-7823

## Application for Change of Residential Occupancy Certificate of Compliance Inspection

Revised 11/2021

Block \_\_\_\_\_ Lot \_\_\_\_\_ Address to be inspected \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Applicant is (circle one) Owner Real Estate Agent Other \_\_\_\_\_

Requested Inspection Date \_\_\_\_\_ Scheduled Inspection Date \_\_\_\_\_

**Application and Fees:** Application for inspection is made at the Ringwood Municipal Building, Construction Department, in person or by mail. A fee is required for **each** compliance certificate inspection, to be paid with exact cash or check payable to the Borough of Ringwood. The fee is due at the time of application, calculated as follows:

- More than 10 business days between application and inspection date..... \$50.00
- Four to 10 business days between application and inspection date ..... \$85.00
- Three business days or less between application and inspection date ..... \$140.00

*(counting from the next business day after the application and fee are received)*

The fee for a re-inspection shall be at the same rate as the initial inspection fee.

I have received the Certificate of Smoke Alarm, Carbon Monoxide Alarm, and Portable Fire Extinguisher Compliance requirements, and I have paid the required fee and scheduled an inspection for compliance on the above date.

**I understand that any deficiency noted from the standards listed will result in the inspection failure and a new inspection and fee will be required to determine compliance and issuance of the Certificate of Compliance.**

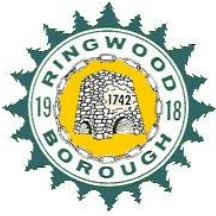
Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### Borough Use Only

Fee Paid \_\_\_\_\_ Cash \_\_\_\_\_ Check# \_\_\_\_\_ Received by \_\_\_\_\_ Open Building Permits? Yes / No

Pass  Fail  \_\_\_\_\_  
Inspector

Notes \_\_\_\_\_



# FIRE PREVENTION BUREAU

Scott Conley, Fire Official  
60 Margaret King Avenue, 2nd floor  
Phone (973) 475-7132 ■ Fax (973) 962-6028

Revised 11/2021

**Inspection Date:** \_\_\_\_\_

## CHANGE OF RESIDENTIAL OCCUPANCY CERTIFICATE OF COMPLIANCE

(Certificate of Smoke Alarm, Carbon Monoxide Alarm,  
and Portable Fire Extinguisher Compliance Requirements)

**Certificate Required:** A Certificate of Smoke Alarm, Carbon Monoxide Alarm, and Portable Fire Extinguisher Compliance is required for all changes of occupancy in one- and two-family homes within the State of New Jersey. This includes all changes in ownership as well as changes in tenants in rental properties.

Failure to obtain a certificate of compliance may result in the delay of your real estate closing. Any change of occupancy that occurs without a certificate of compliance being issued may result in the issuance of a penalty up to \$600.00 to the seller or in the case of rental property, the owner.

**Application and Fees:** Application for inspection is made at the Ringwood Municipal Building, Construction Department, in person or by mail. **A fee is required for each compliance certificate inspection**, to be paid with exact cash or check payable to the Borough of Ringwood. The fee is due at the time of application, calculated as follows:

More than 10 business days between application and inspection date ..... \$50.00  
Four to 10 business days between application and inspection date ..... \$85.00  
Three business days or less between application and inspection date ..... \$140.00

*(counting from the next business day after the application and fee are received)*

**The fee for a re-inspection shall be at the same rate as the initial inspection fee.**

**Inspections:** Inspections are performed on Wednesdays between 12:00 pm and 4:00 pm. Specific appointment times are not provided or available.

**Inspection Failure:** If the inspection has failed, a certificate cannot be issued. The deficiency(ies) must be corrected, and a new inspection application and fee must be submitted to the Construction Department.

**Certificate Issuance:** Upon passing inspection, a Certificate of Compliance will be issued immediately at the site. Once this certificate has been issued, it remains valid for six (6) months or until another change in occupancy occurs, whichever comes first.

The following instructions are a guideline to the Uniform Fire Code State of N.J. 5:70-4.19

### **Smoke Alarms**

Any home constructed with 110-volt electrically powered, interconnected smoke alarms must maintain that system in working order and may **not** be converted to battery-operated smoke alarms.

All smoke alarms must be less than 10 years old and UL listed. All battery operated (single station) smoke alarms **must** be sealed 10-year life units.

Any home constructed prior to the code requirements for 110-volt powered smoke alarms must have at least one (1) battery-operated smoke alarm on every level of the home, including the basement and habitable attic.

All smoke alarms must be permanently mounted to the ceiling. If ceiling mounting is not possible, the alarm should be permanently mounted on the wall, at least four (4) inches down from the ceiling, with the bottom of the alarm within 12 inches of the ceiling. Smoke alarms must be at least four (4) inches away from the **wall/ceiling corner** (see Diagram A).

Smoke alarms are required to be located in the hallway/outside bedrooms within 10 feet from all bedroom doors (Diagram B).

Basement smoke alarms should be located in close proximity to the bottom of the basement stairs.

Both smoke and carbon alarms should be a min. of 3 ft. from bathrooms producing steam, the edge of ceiling fan blades and HVAC supply vents.

### **Carbon Monoxide Alarms**

Carbon monoxide alarms must be located on all levels that have sleeping areas. They are required to be located in the hallway/outside bedrooms within 10 feet of all bedroom doors, and within 10 feet of sleeping areas.

Carbon monoxide alarms may be electrically hardwired as part of the smoke alarm system, electrically powered plug in type, or battery operated. **Carbon monoxide alarms must be less than seven (7) years old.**

Combination smoke/carbon monoxide alarms must be permanently mounted to the ceiling at least four (4) inches away from the ceiling/wall corner.

Battery-operated carbon monoxide alarms must be permanently mounted in accordance with the manufacturer's instructions (normally wall mounted, approximately 4 to 6 feet above floor level).

Plug in electrically powered carbon monoxide alarms may be plugged directly into an electrical outlet that is located in the hallway/outside the bedroom and within 10 feet of the bedroom doors.

### **Portable Fire Extinguisher**

The fire extinguisher shall be a minimum of 2A-10:BC classification, rated for residential use, and weigh no more than 10 pounds.

The fire extinguisher must be permanently mounted, using the hanger or bracket supplied by the manufacturer, in or within 10 feet of the kitchen. If the kitchen has door(s), it must be mounted in the kitchen. The top of the extinguisher must not be more than five (5) feet above the floor.

The extinguisher must be near a room exit or travel path that provides an escape route directly to the exterior of the home. Doors that lead to a deck without stairs or to a garage are not considered exits.

The extinguisher must be visible, unobstructed, and in a readily accessible location.

The extinguisher must be charged, operable, free from any damage, and include the original safety seal or pin. The extinguisher must be less than one year old or have been inspected by a certified company within the past 12 months and have the manual instructions with it.

DIAGRAM A

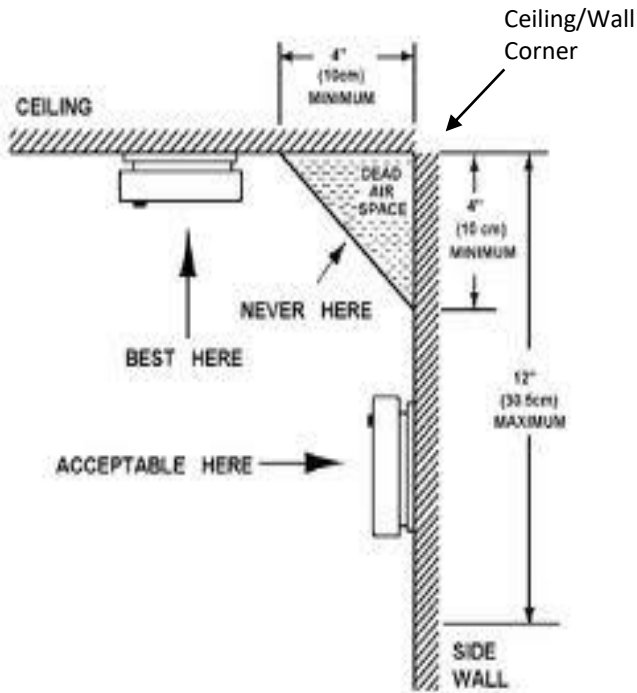


DIAGRAM B

Multiple detectors may be required if a single detector cannot be placed within 10 feet of multiple sleeping areas.

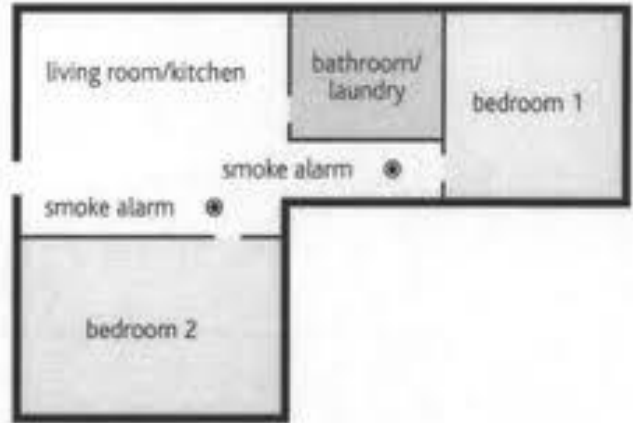
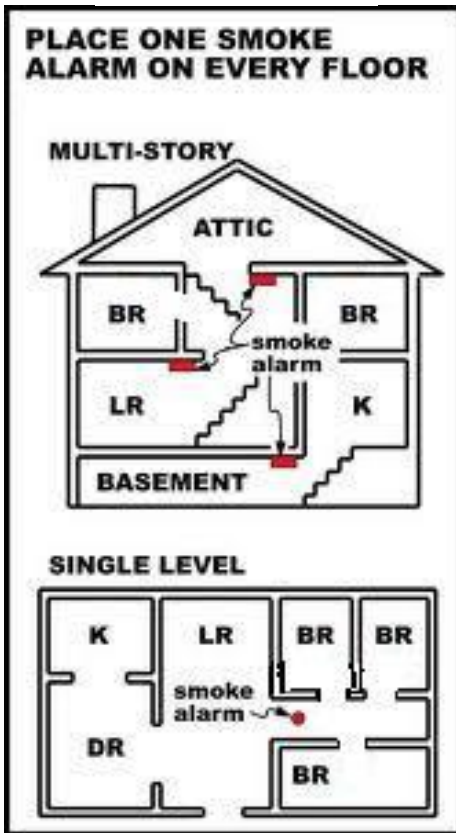


DIAGRAM C



NOTES