

FIRE PREVENTION BUREAU

Scott Conley, Fire Official
60 Margaret King Ave, 1st Floor
Phone (973) 475-7132 ■ Fax (973) 962-6028

Application for Change of Residential Occupancy Certificate of Compliance Inspection (Return only this page)

Revised 02/2025

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, Fire Prevention Bureau 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 and Carbon Monoxide Alarm 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.

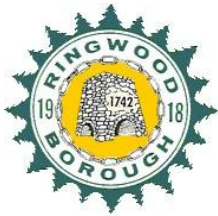
Applicant Signature _____ Date _____

Borough Use Only

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

Pass ☐ Fail ☐ _____
Inspector

Notes _____



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Revised 02/2025

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.

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More than 10 business days between application and inspection date\$50.00
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(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 10:00 am 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 Fire Prevention Bureau.

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.** NEST battery operated smoke detectors will not be accepted.

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.

Any low-voltage fire protection system must be active and monitored by an alarm company at the time of inspection. Battery operated smoke detectors cannot be utilized in place of an installed system.

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 in the hallway/outside bedrooms within 10 feet from all bedroom doors (Diagram B).

Basement smoke alarms should be within 10' of the bottom of the basement stairs and not in the stairwell.

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 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 in the hallway/outside the bedroom and within 10 feet of the bedroom doors.**

FIRE EXTINGUISHERS

The State of New Jersey has repealed the law requiring fire extinguishers in 1 and 2 family dwellings to obtain a certificate of Smoke Alarm and Carbon Monoxide Compliance.

SECONDARY POWER SOURCES

Each structure that contains a secondary power source shall have a label installed within 18 inches of the main electrical panel and the electrical meter warning that a secondary power source is in place (Solar panels, backup generators, residential battery back-up systems, etc.) Labels shall be made of sufficient durability to withstand the environment involved and the minimum letter height is 3/8". The lettering shall be white on a red background, reflective, and permanently mounted. Homemade or handwritten signs or labeling tape will not be accepted.

If the structure contains a secondary power source, this should be noted on the application page under notes.

All dogs must be contained when the inspector arrives. If a dog is loose in the house the inspector will not enter, and a reinspection will have to be scheduled. Dogs should not be loose in the yard with access to the inspector as he/she enters the property.

DIAGRAM A

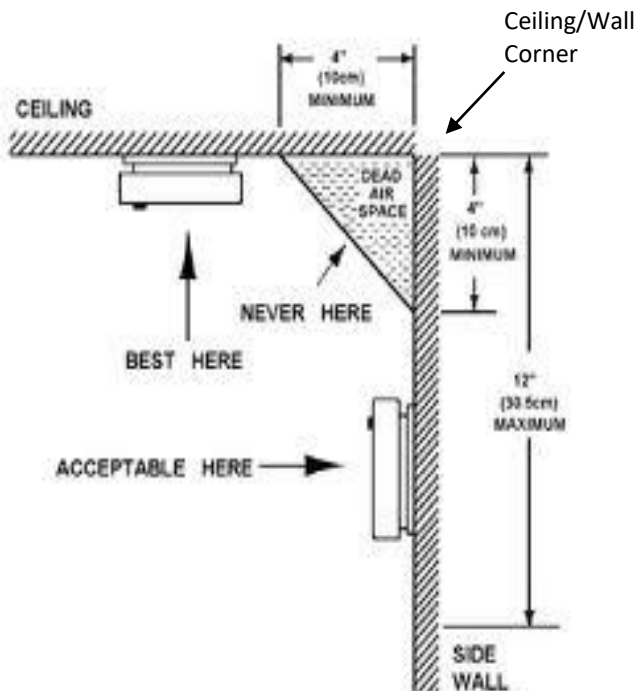
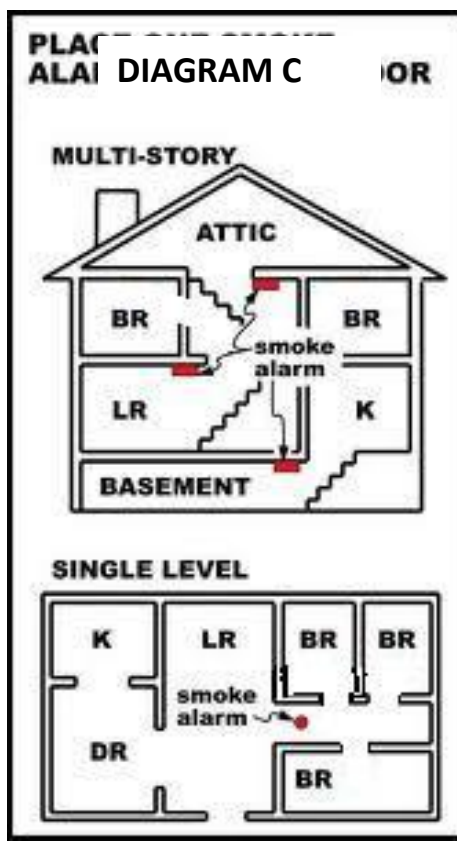


DIAGRAM B

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



NOTES