



## **BOROUGH OF OLD TAPPAN**

# **RENTAL AND RESALE APPLICATION**

**Please fill out the application completely. All forms must be printed legibly. Any spelling errors or misunderstandings on the form will reflect on the certificate which could delay the closing.**

**It is strongly advised that you check for open permits on the property BEFORE applying for the RRC inspection.**

**All open permits MUST be closed prior to the sale. To check on open permits, contact the Building Dept.**

Inspections will be scheduled by the Borough Technical Assistant or Borough Inspector. No specific time can be requested...NO EXCEPTIONS. The applicable inspector will not call before they come, and they will not let themselves in through an unlocked door. Someone over the age of 18 needs to be at the residence until the inspectors have completed their inspections.

The Construction Official, his/her agent, or a borough inspector shall conduct an inspection of the premises in question, to ensure compliance with applicable municipal ordinances and rules and regulations affecting the use and occupation of all such dwelling houses and dwelling units and structures.

The inspection shall also require compliance with, but not limited to, the following regulations:

- a. Furnace/Boiler flu connections — Properly sealed vent connectors at chimney
- b. Water Heater/Mechanical Equipment — require a permit to replace and must have an inspection with an approved sticker affixed to the exterior of the unit
- c. Sump Pumps must be discharged to the exterior and cannot be attached to sanitary sewer line
- d. Anti- tip brackets shall be installed on kitchen stoves if required by the manufacturer
- e. Kitchen hood/microwave exhaust ducts that are visible must be rigid, not flexible, where required by the manufacturer
- f. All electrical outlets, switches, junction boxes, panels must be properly covered, no wires exposed or hanging
- g. Lamp cords cannot be used on fixed appliances (e.g., Garage openers, wall installed A/C units)
- h. Handrails — must be installed on 4 or more risers
- i. Guards must be installed on landings 30" above floor/grade and on open basement stairs
- j. Garage walls/ceilings adjacent to dwelling must be sheet-rocked
- k. Pool/pool gates and fencing - there can be no deviation from original fence installation, gates must swing out, be self-closing and latching, and have latches 54" above grade. Above ground pools in non- fence compliant yards must be 48" high with code compliant ladders.  
\*Exterior hot tubs shall have approved latches or conform to section 305.4 #2 of I.S.P.S.C.
- l. Lawn and bushes should be neatly trimmed
- m. There can be no open permits or property maintenance violations

Smoke, Carbon Monoxide Detector and Fire Extinguisher Required (see attachment for specifications):

- One smoke detector on every level, mounted on the wall or ceiling as per the manufacturer instructions — must be less than 10 years old and have a 10-year sealed battery or hardwire
- One Carbon Monoxide Detector mounted on the wall or ceiling within 10' of every bedroom (battery or plug-in type accepted)

Fire Extinguisher Requirements:

- One Kitchen Fire Extinguisher, type 2A:10B:C, rated for residential use and weigh no more than 10lbs
- Mounted on the wall, not higher than 5', within 10' of the kitchen, and not behind any closed doors
- The extinguisher must be near a room exit or travel path that provides an escape route to the exterior



# BOROUGH OF OLD TAPPAN

## RENTAL AND RESALE APPLICATION

Resale and/or Rental Certificate of Occupancy upon change of ownership or tenancy.  
Ordinance No. 100-14

( ) Residential ( ) Commercial

Date: \_\_\_\_\_

Check one: ( ) Rental (*change of tenant*) ( ) Resale (*change of owner*)

Check one: ( ) Single Family ( ) Two Family ( ) Multi-Family ( ) Condominium ( ) Town House

Property Location: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qualifier: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Seller/Owner: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

Check one: ( ) Buyer ( ) Tenant Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Seller's Agent: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Closing Date: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

Number Of: Kitchens \_\_\_\_\_ Bathrooms \_\_\_\_\_ Bedrooms \_\_\_\_\_

Total Number of People \_\_\_\_\_

1. Are there open permits? ( ) Yes ( ) No ALL permits must be inspected/closed prior to Resale/Rental Inspections.
2. Is there an alarm system? ( ) Yes ( ) No Is it monitored? ( ) Yes ( ) No (If yes, password must be made available.)
3. Has there been any additions to the residence? ( ) Yes ( ) No
4. Have additional bedrooms been added? ( ) Yes ( ) No

The signing of this document indicates that you have read and will comply with all written requirements.

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Seller/Owner/Agent/Power of Attorney

**Fee: Residential: \$125.00 Commercial: \$150.00**

**Please make checks payable to Borough of Old Tappan. One check can be made for both Building and Fire Inspections.**

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(FOR OFFICIAL USE ONLY)

Check # \_\_\_\_\_ Date Received: \_\_\_\_\_ Application # \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Permit # \_\_\_\_\_

Building Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_ Fire Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Borough of Old Tappan, 227 Old Tappan Road, Old Tappan, NJ 07675**



# **BOROUGH OF OLD TAPPAN**

## **RENTAL AND RESALE APPLICATION**

### **FIRE CODE REQUIREMENTS**

#### **SMOKE DETECTOR**

At the time of change of occupancy by way of sale, lease or rent of a residential dwelling, the smoke detectors shall remain in compliance from the time when the house or building was built and/or any renovations and/or additions were permitted.

**Homes built prior to January 1977:** Battery operated smoke detector on each level including the basement. Where there are bedrooms, the detector shall be installed within 10 feet of all bedroom doors.

**Homes built from January 1977 to September 1978:** Smoke detectors must be A/C powered (120 volt hardwired) on sleeping levels. Battery operated smoke detectors on all other levels. Where there are bedrooms, the detector shall be within 10 feet of all bedroom doors.

**Homes built from October 1978 to January 1983:** Smoke detectors must be A/C powered (120 volt hardwired) on sleeping levels and the basement. Where there are bedrooms, the detector shall be within 10 feet of all bedroom doors. Battery operated smoke detectors on all other levels.

**Homes built from February 1983 to July 1984:** Smoke detectors must be A/C powered (120 volt hardwired) on all levels including the basement. Where there are bedrooms, the detector shall be within 10 feet of all bedroom doors.

**Homes built from August 1984 to February 1991:** Smoke detectors must be A/C powered (120 volt hardwired) one on each level including the basement, interconnected\*. Where there are bedrooms, the detector shall be within 10 feet of all bedroom doors.

**Homes built from March 1991 to the Present:** Smoke detectors must be A/C powered (120 volt hardwired) with battery back-up. There shall be one on each level including the basement and inside each bedroom. Where there are bedrooms, the detector shall be within 10 feet of all bedroom doors. Detectors shall be interconnected\*.

*\*Interconnected: The activation of one detector sends a signal to activate all of the detectors in the same residence or dwelling unit*

#### **CARBON MONOXIDE DETECTOR**

CO Detectors are required to be installed and/or mounted in the hallway or adjacent to the sleeping areas and bedrooms within 10 feet of the bedroom doors as per the manufacture specifications, installation instructions and N.F.P.A 720. These documents shall be presented to the inspector at the time of inspection to receive a Valid Certificate of Compliance. Battery operated CO Detectors are acceptable. Bedrooms containing fuel burning appliances are also required to have a CO alarm installed in the bedroom per NJ International Residential Code

#### **PORTABLE FIRE EXTINGUISHER**

At least one 2A:10B:C portable fire extinguisher shall be installed in all one- and two-family dwellings upon change of occupancy. A portable fire extinguisher is an operable portable device, carried, and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire, and which is 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 2A-10B: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 the recently purchased extinguisher; and
7. The top of the extinguisher shall not be more than five feet above the floor.

### WHERE TO LOCATE ALARMS:

Alarms 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, an alarm is to be placed in the hallway outside each sleeping areas as shown in Figure 1. In single floor homes with two separate sleeping areas, two alarms are required, outside each sleeping areas as shown in Figure 2. In multi-level homes, alarms are to be located outside sleeping areas and at every finished level of the home as shown in Figure 3. Basement level alarms are to be located in close proximity to the bottom of basement stairwells as shown in Figure 4.

### WHERE NOT TO LOCATE ALARMS:

To avoid false alarms and/or improper operation, avoid installation of smoke alarms in the following areas:

Kitchens-smoke from cooking may cause 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 alarm.

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 alarm.

### FURTHER INFORMATION ON ALARM PLACEMENT:

For further information about alarm placement consult the National Protection Association's Standard No. 74-1984, titled "Household Fire Warning Equipment." This publication may be obtained by writing to the Publication Sales Department, National Fire Protection Association, Batterymarch Park, Quincy, MA. 02269.

CARBON MONOXIDE ALARMS are to be located in every separate sleeping area per NFPA 720 and manufacturer's recommendations.

### WHERE TO LOCATE FIRE EXTINGUISHER:

Within 10 feet of the kitchen and located in the exit or travel path; and is visible and in a readily accessible location. The top of the fire extinguisher is not more than 5 feet above the floor and is mounted using manufactures hanger or brackets. Minimum size of 2A:10B:C and weigh no more than 10 pounds, is accompanied with the owners manual or with the proper written instructions. The extinguisher is listed, labeled, charged and operable. The extinguisher must have been serviced and tagged by a contractor certified by the New Jersey Division of Fire Safety within the past 12 months or seller must provide a recent proof of purchasing receipt.

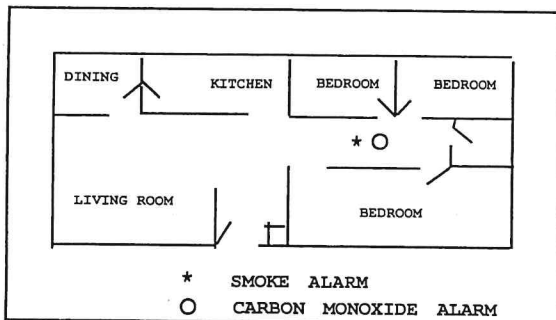


Figure 1

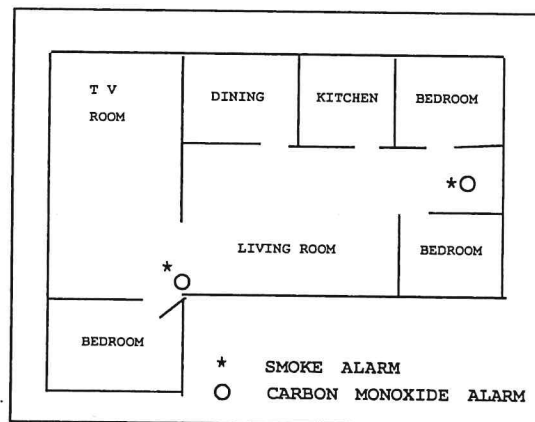


Figure 2

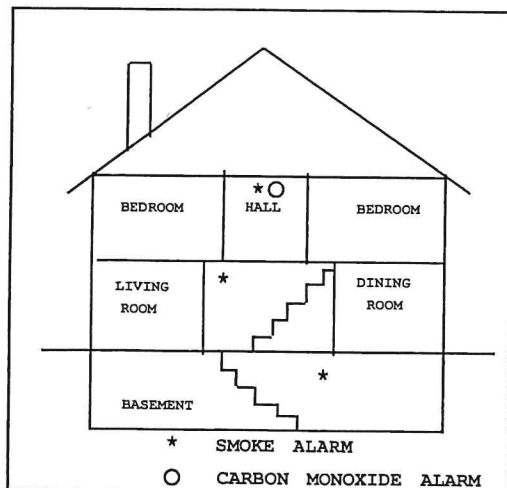


Figure 3

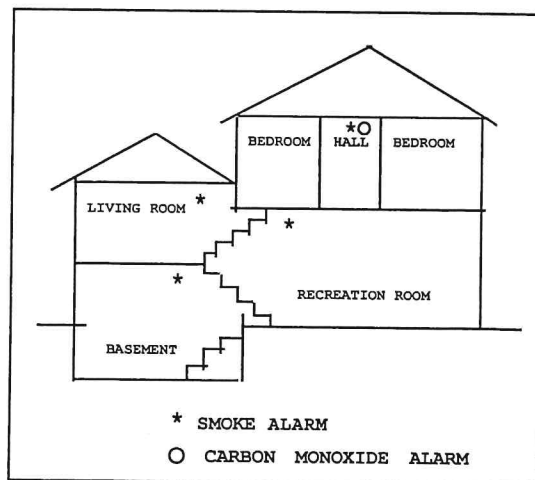


Figure 4

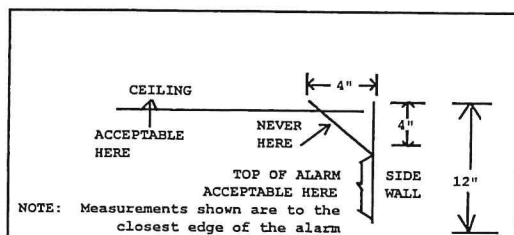


Figure 5