



76 South Orange Avenue
Suite 302
South Orange, N.J. 07079

P 973.378.7715
F 973.378.5830
www.southorange.org

Please Print Clearly
ONLY COMPLETED APPLICATIONS WILL BE ACCEPTED

CERTIFICATE OF CONTINUED OCCUPANCY APPLICATION (TO BE FILLED OUT BY SELLER OR SELLER'S AGENT) DATE: _____

REAL ESTATE AGENT: _____ PHONE: _____ E-MAIL: _____

ADDRESS TO BE SOLD: _____ BLOCK: _____ LOT: _____ BUILT YEAR: _____

CURRENT OWNER: _____

ADDRESS: _____

PHONE NO.: _____ E-MAIL: _____

NAMES & AGES OF ALL PROSPECTIVE OWNERS/FAMILY MEMBERS:

ADDRESS OF PROSPECTIVE OWNER:

_____ PHONE NO.: _____

E-MAIL: _____ NEW OWNER'S DRIVER'S LICENSE NUMBER: _____

IF THE PROPERTY IS BEING BOUGHT BY A CORPORATION, PLEASE SUPPLY THE NAME OF THE OWNER OF THE CORPORATION

IF PROPERTY IS BEING BOUGHT BY A CORPORATION, THE PHYSICAL ADDRESS OF THE OWNER IS REQUIRED
(PROOF OF ADDRESS SHOULD BE SUBMITTED)

_____ PHONE NO.: _____

E-MAIL: _____ NEW OWNER'S DRIVER'S LICENSE NUMBER: _____

- | | |
|---|--|
| THIS PROPERTY IS INTENDED TO BE USED FOR: | TYPE OF USE INTENDED: |
| <input type="checkbox"/> PERSONAL RESIDENTIAL OCCUPANCY | <input type="checkbox"/> 1 FAMILY (\$125.00) |
| <input type="checkbox"/> RENTAL RESIDENTIAL OCCUPANCY | <input type="checkbox"/> 2 FAMILY (\$175.00) |
| <input type="checkbox"/> COMMERCIAL OCCUPANCY (\$65.00) | <input type="checkbox"/> CONDO/TOWNHOUSE (\$125.00) |
| <input type="checkbox"/> RESIDENTIAL/COMMERCIAL (\$65.00) | <input type="checkbox"/> NUMBER UNIT (\$100.00 per unit) |

CHECKS SHOULD BE MADE OUT TO **TOWNSHIP OF SOUTH ORANGE VILLAGE**

NAME: _____
PRINT SIGNATURE (SELLER OR REALTOR FOR SELLER)

CONTACT PERSON: _____ E-MAIL: _____

CLOSING DATE: _____ PHONE NO.: _____



CERTIFICATE OF CONTINUED OCCUPANCY

USE INSPECTION
(to be filled out by applicant)

Central A/C: YES NO

Basement:

Finished Unfinished Habitable Non-Habitable

Bathroom(s) _____ Full _____ Half _____

Other _____

1st Floor:

Kitchen Living room Dining room Sunporch

Bathroom(s) _____ Full _____ Half _____ Bedrooms _____

Fireplaces (location) _____ Gas Wood

Other _____

2nd Floor:

Bathroom(s) _____ Full _____ Half _____ Bedrooms _____

Other _____

3rd Floor: (Attic)

Bathroom(s) _____ Full _____ Half _____ Bedrooms _____

Other _____

Garage: Attached Detached 1 Car 2 Car Storage Above Yes No

Other Accessory Structures: (Shed, Gazebo, etc.) _____

House Number Visible From Street? Yes No

Permitted Zoning:

Legal Non-Conforming _____ Legal Conforming _____ Other _____

Notes: _____



CERTIFICATE OF CONTINUED OCCUPANCY

Replacement of Smoke and Carbon Monoxide Alarms in One- and Two-Family Dwellings

Unless otherwise recommended by the manufacturer's published instructions, single- and multiple-station smoke alarms installed in one- and two-family dwellings shall be replaced when they fail to respond to operability tests but shall not remain in service longer than 10 years from the date of manufacture.

Please see the next page for all placement requirements

All battery smoke detectors must be the 10 year sealed battery units.

No other detectors other than those listed below will be approved.

- A. Ten-year sealed battery-powered single station smoke alarms shall be installed and shall be listed in accordance with ANSI/UL 217, incorporated herein by reference. **However, A/C-powered single or multiple-station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery-powered smoke alarms.**
1. The smoke alarms required above shall be located and maintained in accordance with NFPA 72.
 2. A/C-powered smoke alarms shall be accepted as meeting the requirements of this section.

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. Use the following requirements listed by year built for proper code compliance for inspections:

Homes built or renovated 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. **Ten-year sealed battery-powered single station smoke alarms shall be installed where no smoke alarms or detection devices exist or when replacing similar battery-powered single station smoke alarms. However, A/C-powered single or multiple-station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery-powered smoke alarms.**

Homes built or renovated from January 1977 to September 1978: Smoke detectors must be A/C powered (120 volt hard wired) 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 or renovated from October 1978 to January 1983: Smoke detectors must be A/C powered (120 volt hard wired) 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 or renovated from February 1983 to July 1984: Smoke detectors must be A/C powered (120 volt hard wired) on all levels including the basement. Where there are bedrooms, the detector shall be within 10 feet of all bedroom doors.

Homes built or renovated from August 1984 to February 1991: Smoke detectors must be A/C powered (120 volt hard wired) 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 or renovated from March 1991 to the Present: Smoke detectors must be A/C powered (120 volt hard wired) 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)**

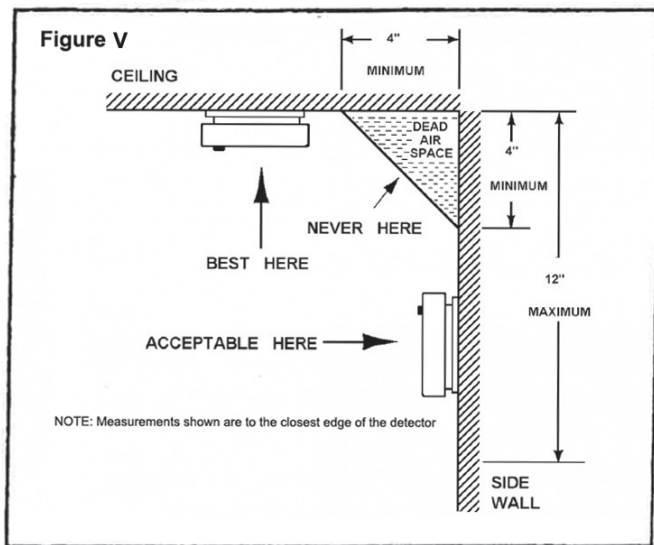
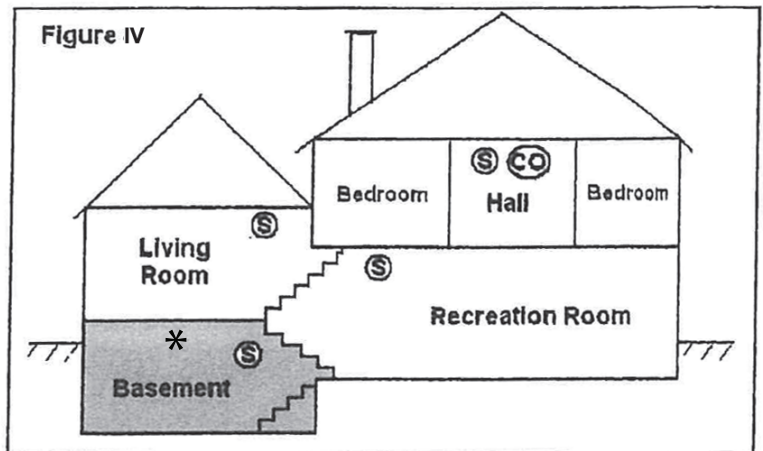
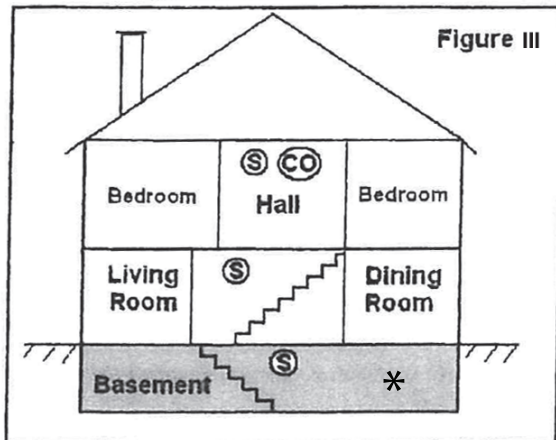
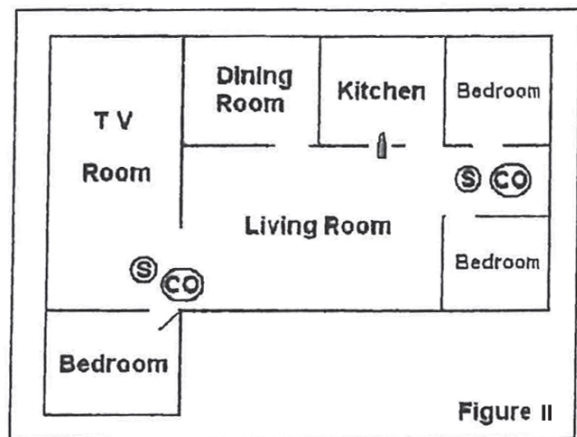
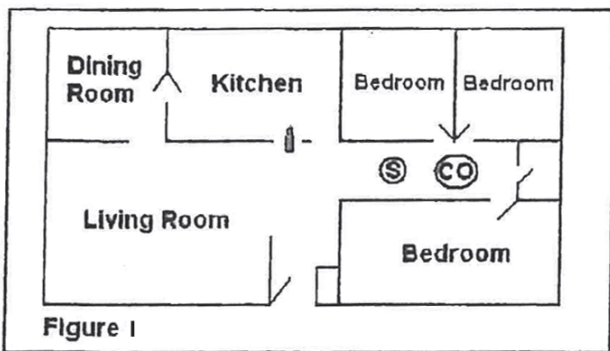
Where there is a supervised or monitored system installed where the age of the house or building is built 1977 to the present, the system shall be maintained during change of occupancy. If this system can not be maintained, a new 120 volt hard wired (and battery back up, if required) smoke detectors shall be installed based on the minimum construction codes in effect at the time of first occupancy. If there is a central or separate alarm notification appliance it shall be heard on all floors of the residence including the bedrooms when the door(s) is (are) closed and the basement.

Carbon Monoxide (CO) Detector Requirements

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. Battery operated CO Detectors are acceptable. These detectors may be battery operated, plug-in, or hard wired with battery back-up. No additional permit is needed for their installation unless they are permanently connected to the home's electrical wiring. Bedrooms containing a fuel burning appliance are also required to have a CO alarm installed in the bedroom per NJ International Residential Code.

Combination smoke/carbon monoxide alarms shall be replaced when the end-of-life signal activates or 10 years from the date of manufacture, whichever comes first.

Alarms shall be replaced when either the end-of-life signal is activated or the manufacturer's replacement date is reached. Alarms shall also be replaced when they fail to respond to operability tests.



PORTABLE FIRE EXTINGUISHER
 S SMOKE DETECTOR CO CARBON MONOXIDE ALARM

WHERE TO LOCATE SMOKE DETECTORS

Smoke detectors are to be located on every level of a residence. The detectors should be located at the base of each staircase, before the first step, located on the ceiling.

In homes with only one level, with only one (1) sleeping area, a smoke detector is to be put in the hallway, outside the bedrooms, as shown on **Figure I**.

In single floor homes, with two (2) sleeping areas, two (2) smoke detectors are required outside each sleeping area as shown in **Figure II**.

In multi-level homes, smoke detectors should be located outside sleeping areas and at every finished level of the home, as shown in **Figure III**.

Basement level smoke detectors should be located at the bottom of the basement stairwell, as shown in **Figure IV**.

All attics (finished and unfinished) must have at least one smoke detector.

WHERE NOT TO LOCATE SMOKE DETECTORS

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

- Kitchens - smoke may cause a nuisance alarm
- Bathrooms - excessive steam from a shower may cause a nuisance alarm
- Crawlspace - where you are physically unable to stand up completely
- Forced air ducts - used for heating and 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 "Dead Air" space - where the ceiling meets the wall, as shown in **Figure V**.
- The peak of an "A" frame type ceiling. "Dead air" at the top may prevent smoke from reaching the detector.
- Three feet from ceiling fans

* WHERE TO LOCATE CARBON MONOXIDE DETECTORS

Carbon monoxide detectors are to be put in the hallway outside the bedrooms, as shown in **Figure I**. Carbon monoxide detectors are required wherever bedrooms are located. The detectors should be placed in the hallways, as shown in **Figures I, II, III and IV**.

- All carbon monoxide detectors are to be installed as per manufacturers requirements/recommendations.
- Must be installed within 10 feet of all gas-fired devices (excluding ones in the kitchen), including furnaces & gas fireplaces.
- In attached garages, a CO detector must be located by the door coming into the garage.



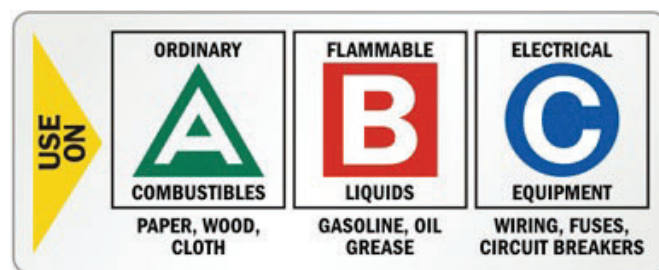
CERTIFICATE OF CONTINUED OCCUPANCY

REGULATIONS FOR FIRE EXTINGUISHERS ON ALL SALES AND RENTALS OF RESIDENTIAL DWELLINGS

The New Jersey Division of Fire Safety has implemented regulations regarding the installation of Fire Extinguishers, at the change of occupancy, in all residential dwelling units which are sold, leased, or rented, effective November of 2005 and revised January of 2019.

Please note the following regulations and installation requirements which shall be followed:

1. One fire extinguisher shall be installed upon the change of occupancy.
2. The fire extinguisher shall be located in the kitchen or visible within 10 feet of the kitchen and located in the path of egress.
3. The fire extinguisher shall be listed, labeled, charged, and operable.
4. The fire extinguisher must be visible, and in a readily accessible location, free from obstructions (Furniture, storage, or other items).
5. The fire extinguisher shall be mounted using the manufacturer's hanging bracket so the operating instructions are clearly visible.
6. The fire extinguisher shall be an approved listed and labeled type with a minimum rating of 2A-10B:C and no more than 10 pounds.
7. The owner's manual or written information regarding the operation, inspection, and maintenance of the unit shall be provided during the inspection and left for the new occupant.
8. 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 a recently purchased extinguisher.
9. The top of the fire extinguisher must not be higher than five feet from the floor.
10. The fire extinguisher must be placed near a room exit or travel path that provides an escape route to the exterior of the home.



For further information on SMOKE DETECTORS, CARBON MONOXIDE DETECTORS and FIRE EXTINGUISHER PLACEMENT, consult the DIVISION OF FIRE SAFETY in TRENTON, NEW JERSEY.



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Water Checklist

All questions regarding this form should be directed to Water Supervisor Howard Levison at **hlevison@southorange.org** or **973-378-7715 x7760**.

ADDRESS TO BE SOLD: _____ BLOCK: _____ LOT: _____

A. IS THERE A CURRENT WATER ACCOUNT? YES What is the account number: _____
 NO Is there an existing line/curb box?

YES New owner will need to fill out new account request:

NO New owner will need to file a Water Letter:

B. IS THERE A WATER METER? YES Final Meter Reading (account closeout) _____ (Continue to C)
 NO New owner will need to fill out new account request

IS THERE A FIRE SPRINKLER SYSTEM? NO (Continue to C)

YES Is it tapped off after a metered service line?

YES Is there a backflow preventer?

YES Please provide copy of backflow certification

NO See: application/permit

(Continue to C)

NO Is there a separate service line

YES Is there a separate meter/backflow?
Final Meter Reading _____

Copy of Backflow certification _____

NO See: application/permit water letter

C. IS THERE AN IN-GROUND SPRINKLER? NO (Continue to D)

YES Is there a separate meter/backflow?

NO See: application/permit

YES Final meter reading (account closeout)
Copy of backflow certification (Continue to D)

Authorized Signature: _____

Date: _____



CERTIFICATE OF CONTINUED OCCUPANCY

Sump Pump Inspection Program

(This section is not applicable to condominiums)

Before closing, a plumber who is licensed in the State of New Jersey, must do an inspection of your house to insure that there are no freshwater connections to the sanitary sewer system or discharging water directly or indirectly to a public right of way. We recommend that you schedule this inspection as soon as you put your house on the market, to allow plenty of time for any corrections, if necessary.

A Certificate of Continued Occupancy (CCO) inspection is required before you sell your house.

Apply at the same time. If you are in compliance with the ordinance, you will receive a compliance certificate.

If the plumber discovers that there is an unlawful discharge into the sanitary sewer system, you must correct the problem in order to obtain a Certificate of Compliance before the closing date for the sale of the house or before tenants can move into the rental.

The following is required, as per Ordinance No. 92-13

Stormwater, unpolluted drainage, sump pumps, pumps, roof drains or other drainage outlets shall be constructed so that the unpolluted drainage shall be handled as set forth herein. The conditions which must be permanently met are as follows:

1. All new discharge piping must be installed underground and shall be connected where they exist to such sewers as are specifically designated as storm sewers or, in the alternative, to a natural outlet approved by the Village Engineer.
2. If no storm sewer or natural outlet exists, the piping must discharge the water at least 10 feet from a building structure and at a location which will minimize infiltration to the building foundation or sanitary sewer.
3. No discharge piping shall discharge water directly or indirectly to a public right-of-way without the express permission of the Village Engineer.
4. Unpolluted industrial cooling water or process water may be discharged as set forth in this subsection of this section.
5. No water described in this subsection of this section of the Code may, under any circumstances, be discharged into any sanitary sewer located within the village.



CERTIFICATE OF CONTINUED OCCUPANCY

Sump Pump Inspection Form

This form must be completed prior to the application being submitted.

ADDRESS TO BE SOLD: _____ BLOCK: _____ LOT: _____

Sump Pump Present:? Yes No

(If the residence has no sump pump, please check no and sign this form.)

Authorized Signature: _____ Date: _____

If there is a sump pump, the rest of the form needs to be filled out by a licensed plumber and a seal must also be affixed.

Date Inspected: _____

Plumber: _____

Plumber Address: _____

Plumbing License #: _____

Inspected by: _____ Signature: _____

Sump Pump connected to sanitary or septic: Yes No Leader drains connected to sanitary: Yes No

Illegal Connections Found: Yes No

Sump pump discharge into the street: Yes No

If the answer is yes, please fix the location of the sump pump before submitting form

Is pump discharging 5 feet or less from property line: Yes No

If the answer is yes, please fix the location of the sump pump before submitting form

Where does sump pump discharge?

Comments:

The purpose of this inspection is to verify legal discharge connections of sump pumps.

This form serves as a certification to the owner of the above address that the inspection was made by a licensed plumber.

If either of the above items is illegally connected, connection must be made before sale of property.