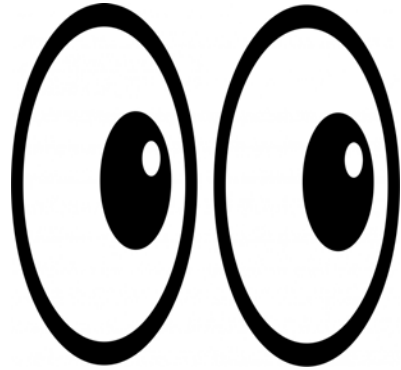


UPDATED!!



CLIFTON NEW JERSEY

DWELLING INSPECTION APPLICATION PACKET

TO BE COMPLETED BY

BOTH

BUYER AND SELLER

or

TENANT AND LANDLORD

NEW INFORMATION-PLEASE READ

Starting April 9, 2018 **ALL** applications must be brought to the Building Dept. for approval **PRIOR** to having it processed at Fire Headquarters. Once the Building Dept. signs off on it we will accept it. This is to ensure that there are **NO OPEN BUILDING PERMITS** for the property. The **BUILDING CHECK-OFF** is not applicable to apartment buildings with over 4 units.

In Addition, check the smoke detector and fire extinguisher section for updated information!! Keep in mind that if during the inspection, if **ANY PART** of the building is not accessible, an additional inspection fee will be charged as per City Ordinance 210-14(B). Please make sure all requirements are met by reading through the entire packet! All detector and fire extinguisher locations are described inside!

WINDOW HOURS- Monday through Friday 8:00am to 4:00pm

Clifton Fire Department

900 Clifton Avenue
Clifton, NJ 07013

973-470-5801
(Fax) 973-470-5844

Dwelling Certificate, Smoke Detector, and Carbon Monoxide Detector Inspection Procedures- SEE separate sheet for detector and fire extinguisher information!

1. An application shall be obtained from Fire Headquarters, 900 Clifton Avenue, Clifton NJ, in the YELLOW HOUSE adjacent to the Main Building or from the City's website-www.cliftonnj.org. All inspections are conducted according to **City Ordinance Chapter 210 & 233**.
2. **Prior to filing the application** with Fire Headquarters, it must first be checked by the Building Dept. That can be done by visiting that department and having them look up the property for any open building permits. All applications shall be ***completed in their entirety*** then returned **in person** to Fire Headquarters. At this time the appropriate fee is to be paid and a receipt issued. An inspection date and time will be scheduled. Inspections are scheduled on a first come, first serve basis unless an expedited fee is paid. **Inspections are conducted on Wednesdays only between 9:00am and 12:00 noon. An adult (18 yrs or older) must be present at the property at the time of the inspection.**
3. Both the seller and buyer or landlord and tenant **MUST** sign applications. Faxed signatures are acceptable and will be deemed as original signatures. All faxes and/or copies **MUST** be legible and full size or they will NOT be accepted. **If digital signatures are used, a copy of the contract must be provided to Fire HQ's, stating both parties signing are in agreement to using digital signatures.**
4. At the time of the inspection, access must be provided to **ALL** areas of the structure. If areas are inaccessible, the inspection will fail and a re-inspection date shall be set up by calling Fire Headquarters and an additional fee will be required.
5. After a completed inspection **and** no other violations are noted by any other department, the certificates will be available in ***approximately 5-7-business days minimum*** unless the expedited inspection has been paid for and passed. Please do not ask to have your certificate ready early because the completed inspection form **MUST** be reviewed and approved by the Housing, Building, Tax Assessor, and Zoning Departments.
6. The certificates are to be picked up at **Clifton Fire Headquarters**. It is advised you call prior to arrival to ensure availability. Clifton Fire Headquarters may be reached by calling **973-470-5801**. **NO CLOSING IS TO TAKE PLACE WITHOUT THE CERTIFICATE OF INSPECTION!!!**
7. Please call Fire Headquarters if you have any further questions after completely reading the information. Office hours are Monday through Friday, 8:00 am - 4:00 pm.

Cash, money orders or checks made out to "City of Clifton" are the only acceptable methods of payment. All fees include a \$25.00 **NON-REFUNDABLE** application fee.

FEE SCHEDULE:	Rental- per unit	\$75.00
	Sale- per unit	\$125.00
	Expedited- per unit (within 20 business days)	\$200.00 (See Below)
	Expedited- per unit (within 4 business days)	\$300.00 (See Below)

*A \$35.00 fee will be imposed for all returned checks.

***Expedited fee must be paid by Cash, Money Order or Cashier's Check.**

All Applications must be completed in their *ENTIRETY!

THANK YOU FOR YOUR COOPERATION!

City of Clifton

Fire Prevention Bureau
900 Clifton Avenue
Clifton, New Jersey 07013

Smoke Detector, Carbon Monoxide Detector, and Fire Extinguisher Information

All inspections MUST comply with the current City and State laws governing smoke detectors, carbon monoxide detectors and fire extinguishers. The installation guidelines for smoke and carbon monoxide detectors are remaining the same as printed on the existing handouts with one exception: Starting on January 1, 2019, **ALL** detectors must be of a 10 year sealed battery type. The guidelines for fire extinguishers are as follows:

- At least one (1) portable fire extinguisher shall be installed in all dwellings within 10 feet of the kitchen and located in the path of egress to the exterior.
- It shall have a minimum rating of 2A-10B:C and no more than 10 pounds.
- It shall be listed, labeled, charged, and operable.
- It must be **mounted** in a bracket or hanger supplied by the manufacturer, hung in a visible, readily accessible spot, free from blocking by furniture, storage, equipment, and other items. The top of the extinguisher shall be mounted no higher than five (5') above the floor.
- The owner's manual or written operation instructions shall be provided during the inspection and left for the new occupant.
- 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.

WHERE TO LOCATE SMOKE DETECTORS:

UL approved detectors are to be located on every level of a residence (basement, 1st floor, 2nd floor, etc.) **excluding crawl spaces and unfinished attic areas with pull down type stairs.** They can be battery-operated or electric. All Smoke Detectors shall be located on the ceiling or wall as described below and within 10 feet of every bedroom. If there are no bedrooms on a level, then they must be placed within 10 feet of the stairway on that particular level. If there are more than two separate sleeping areas on a level, then two or more detectors are required, depending on how many remote bedrooms are present.

PHOTOELECTRIC type smoke detectors are to be installed if any of the installation areas are within ten feet of a kitchen area.

NOTE: Smoke detectors are to be permanently affixed to walls and/or ceiling areas with manufacturer provided screws. Under no circumstances are they to be installed with double-stick tape or Velcro. ***Ideally smoke detectors are placed on ceilings.*** They must be less than 10 years old unless otherwise recommended by the manufacturer. It will be the owners responsibility to check the detectors age and operability prior to the inspection.

CENTRAL STATION FIRE ALARMS: Central station fire alarms shall be tested prior to the inspection. The fire alarm test record must be from a Division of Fire Safety certified fire alarm company and shall be given to the fire inspector at the time of the inspection. Clifton Fire Inspectors **WILL NOT** test central station fire alarms. If no report is available, the inspection **WILL FAIL!**

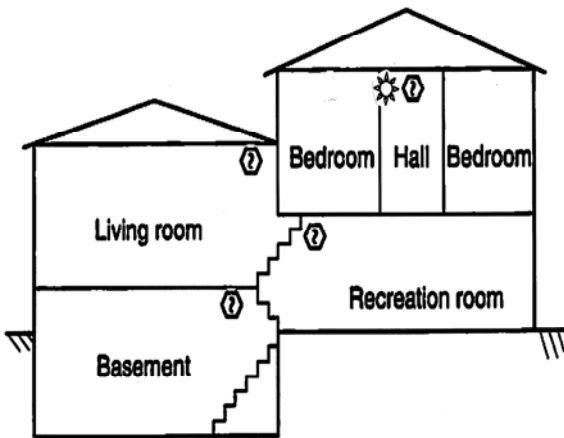
WHERE NOT TO LOCATE SMOKE DETECTORS:

To avoid false alarms and/or improper operation, do not place detectors in the following areas:

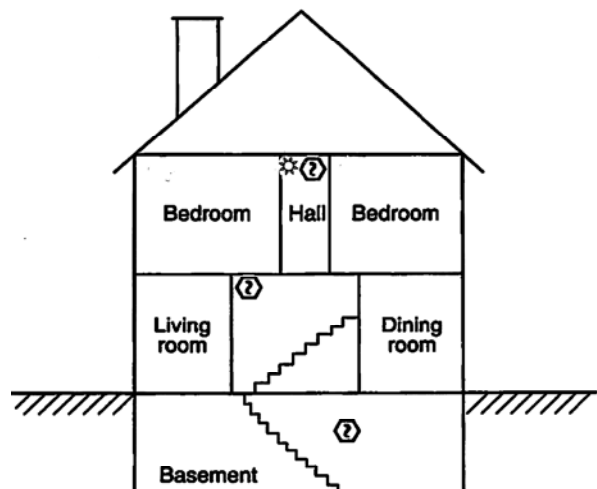
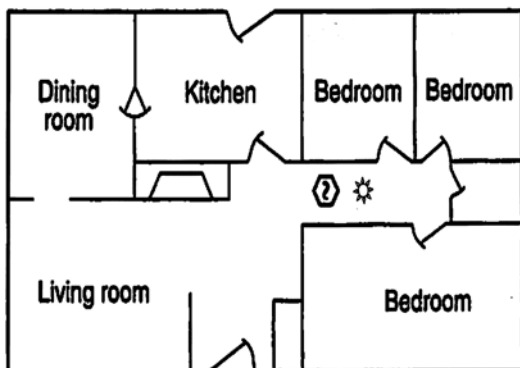
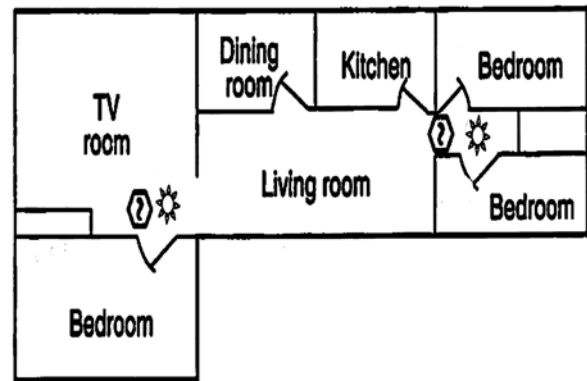
- Kitchens- unless it has bedrooms located directly off of the Kitchen, then a PHOTOELECTRIC detector is required.
- Bathrooms- excessive steam from a shower may cause a nuisance alarm.
- Near forced air ducts used for heating or air conditioning- air movement may prevent smoke from reaching detector.
- Near furnaces of any type- air and dust movement and normal combustion products may cause a nuisance alarm.
- The peak of an “A” frame type of ceiling- “Dead Air” at the top may prevent smoke from reaching detector.

CARBON MONOXIDE DETECTORS:

Alarms may be battery-operated or electric and listed according to UL 2034, and must be dated accordingly and installed within 10 feet of all sleeping areas as per manufacturer’s instructions and NFPA-720. If there are sleeping areas on more than one floor additional CO detectors will be required. *CO Detector Symbol* ☀



☀ Indicates required smoke alarm





APPLICATION FOR DWELLING SMOKE DETECTOR, CARBON MONOXIDE & FIRE EXTINGUISHER CERTIFICATION

THE CITY OF CLIFTON • 900 CLIFTON AVENUE • CLIFTON, NJ 07013
PHONE: 973-470-5801 • FAX: 973-470-5844

SALE

RENTAL

FOR OFFICIAL USE ONLY

CERT #:	DATE REC'D:
\$:	CK #:
MAP:	ZONE:
INSPECTION DATE:	

1. PROPERTY ADDRESS:	UNIT #:	BLOCK #:	LOT #:	QUALIFIER
CURRENT OWNER'S NAME:	NEW BUYER'S NAME:			
ADDRESS:	ADDRESS:			
CITY/STATE/ZIP:	CITY/STATE/ZIP:			
HOME PHONE:	HOME PHONE:			
REALTOR®/LAWYER'S NAME:	ADDRESS:	PHONE:	CLOSING DATE/OCCUPANCY DATE:	

MUST PROVIDE ACCESS TO DWELLING UNIT, BASEMENT, ATTIC AND COMMON AREA'S AS REQUIRED BY LAW

2. WHO WILL BE RESIDING IN THE HOME-

ADULTS	CHILDREN
NAME:	NAME:
NAME:	NAME:
NAME:	NAME:
NAME:	NAME:
NAME:	NAME:
NAME:	NAME:

LIST ADDITIONAL NAMES AT BOTTOM (SECTION 5)

3. NUMBER OF DWELLING UNITS IN STRUCTURE: MIXED USE: YES NO IF THREE OR MORE DWELLING UNITS, MUST PROVIDE NJ STATE BUREAU OF HOUSING REGISTRATION NUMBER:

4. ALL FIRE PROTECTION DEVICES (SMOKE DETECTORS, CARBON MONOXIDE DETECTORS, AND FIRE EXTINGUISHERS) SHALL BE REPLACED IF OLDER THAN 10 YEARS UNLESS OTHERWISE RECOMMENDED BY THE MANUFACTURER ACCORDING TO NFPA 72/ NFPA 720/ UL 2034.

5. WE CERTIFY THAT ALL THE FOREGOING STATEMENTS ARE TRUE. WE ARE AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY US ARE WILLFULLY FALSE, WE ARE SUBJECT TO PUNISHMENT.

DATE: ___/___/___ CURRENT OWNER'S SIGNATURE DATE: ___/___/___ NEW BUYER'S OR TENANT'S SIGNATURE

NO CLOSING SHALL TAKE PLACE WITHOUT THE COMPLETED CERTIFICATE OF INSPECTION
CERTIFICATE EXPIRES 6 MONTHS AFTER FIRE DEPARTMENT INSPECTION

5. ADDITIONAL TENANT NAMES AND FLOOR LOCATION:

ADULTS	CHILDREN

IF ADDITIONAL SPACE IS NEEDED TO ADD NAMES PLEASE USE A SEPARATE SHEET OF PAPER.

STAMP

INITIALS