

INSPECTION DATE:  
MON, TUES or THURS

INSPECTION TIME:  
9:00 – 11:00 AM 1:00 – 4:00 PM

**BOROUGH OF NEW MILFORD**  
930 River Road  
New Milford, NJ 0764  
Building Department  
(201) 967-5044 ext 5415, 5560  
(201) 262-1904 FAX NUMBER

FAXED DPW DATE:

RECEIVED DPW DATE:

FEE: \$100.00

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

Check # \_\_\_\_\_ Date \_\_\_\_\_ All payments must be made by check or money order

**APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR ONE AND TWO FAMILY HOMES**

Address of property \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Name of Seller \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Buyer \_\_\_\_\_ Phone # \_\_\_\_\_

[Print Clearly]

One Family \_\_\_\_\_ Two Family \_\_\_\_\_ Other \_\_\_\_\_ DEMO \_\_\_\_\_ (provide letter see checklist)

No. of Kitchens \_\_\_\_\_ Bathrooms \_\_\_\_\_ Bedrooms \_\_\_\_\_

Type of Heating Equipment: GAS \_\_\_\_\_ OIL \_\_\_\_\_

Oil Tank on property/in structure? \_\_\_\_\_ (If yes, tank in use? \_\_\_\_\_) OR ( Properly abandoned? \_\_\_\_\_)

Is there a well on the property? \_\_\_\_\_ (If yes, tested for safety and health? \_\_\_\_\_)

Is there a sump pump \_\_\_\_\_ yes \_\_\_\_\_ no Is it connected according to code \_\_\_\_\_ yes \_\_\_\_\_ no

Property shall be in compliance with all Borough and State codes and ordinances. (See attached form for information)  
**All open permits shall be closed and final inspections made.** (ie: Hot water heater, furnace, etc. permits must be issued if not inspected prior to closings)

**Sidewalks and Aprons are Homeowners responsibility and shall be in compliance with Borough Ordinance.**

I (We) hereby certify that the foregoing statements made by me (us) are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Telephone contact (For inspection and/or reschedule) \_\_\_\_\_

Signature of SELLER ( ) BUYER ( ) AGENT ( ) \_\_\_\_\_

For Office use only:

Department of Public Works Approval \_\_\_\_\_ Date \_\_\_\_\_

**DPW Comments:** \_\_\_\_\_

Construction Official Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Construction Official Comments:** \_\_\_\_\_

**OPEN PERMITS:** \_\_\_\_\_

Please Note: After all inspections are completed & approved one Certificate, good for (6) six months, will be issued after the Construction Official signs it. The certificate will include Fire, Building and Sidewalk Compliance.

BOROUGH OF NEW MILFORD

930 River Road

New Milford, NJ 07646

(201) 967-5044 ext. 5415, 5560,7572 Fax 201 262 1904

**Checklist for Continued Certificate of Occupancy for Resales**

**ALL INSPECTIONS SHOULD BE SCHEDULED AT LEAST TWO WEEKS PRIOR TO THE CLOSING**

This checklist is provided to POSSIBLY prevent re-inspections. These are the most frequent violations; however, there may be other issues at your location that are not referenced here.

**ALL OPEN PERMITS SHALL BE CLOSED AND FINAL INSPECTIONS MADE (IE: WATER HEATER, FURNACE, AC, INTERIOR RENOVATIONS, DECKS, POOL, ETC. It is the responsibility of the homeowner to make sure all permits have been obtained and inspected prior to closing.**

- Smoke Detectors                      One (1) on each level including walk up attic & basement is required. All smoke detectors and carbon monoxide alarms must be 10 year self-enclosed battery type as per new January 1, 2019 regulations – see attached
- Carbon Monoxide Detectors        At least one detector must be installed within 10' of the bedroom areas in the hallway. NOTE: if additional bedrooms are located in separate areas of the home, additional carbon monoxide detectors are required.
- Sump Pumps                            You are not permitted to drain into the sanitary sewer line. Drainage can be directed into the storm drains, retention system, or onto your property as long as there is no drainage upon neighboring properties or the Borough sidewalk or streets.
- Handrails                                Any and all steps (i.e. decks, porches, basements, walk up attics, etc.) with 3 steps and a platform must have at least one handrail installed with a banister as per ICC code. If steps are wider than (3) three feet, two (2) handrails are required.
- Bedroom Egress                        Bedroom windows must operate properly
- House Number                         House numbers are required and must be visible from street in numbers not written words.
- Hydrant Access                        Make sure it is visible & not blocked, if a hydrant is located on property.
- Property Maintenance                Property area to be neat & clean, no excessive debris/ overgrown shrubs.
- Sidewalks                                Permits will be required for replacing sidewalks (cracks, broken etc). You will be responsible for resetting un-level sidewalks; however, a permit is not required for resetting sidewalks. **\*\*If you have a sidewalk issue after the DPW inspection\*\* prior to obtaining your C/O you're required to:**
- o hire a NJ registered sidewalk contractor or Homeowner to repair the slabs and get a re-inspection and approval from the DPW,
  - o or supply an escrow letter from the buyer's attorney stating the sidewalks will be repaired, within 30 days of closing.
- Escrow letters **must** have written on them sidewalks will be repaired 30 days after the closing or weather permitting.
- Demolitions                              A letter must be provided from the buyer's attorney stating the house will be demolished and not be occupied until the DPW approval of sidewalks & completion of the Certificate of Occupancy for the building has been issued & all conditions satisfied as per NJSA 52:27D-119 ET SEQ 5:23-2.23 have been approved. A Continued Certificate of Occupancy Resale application & \$100 fee are still required and an inspection will be required for smokes/carbon monoxide detectors.

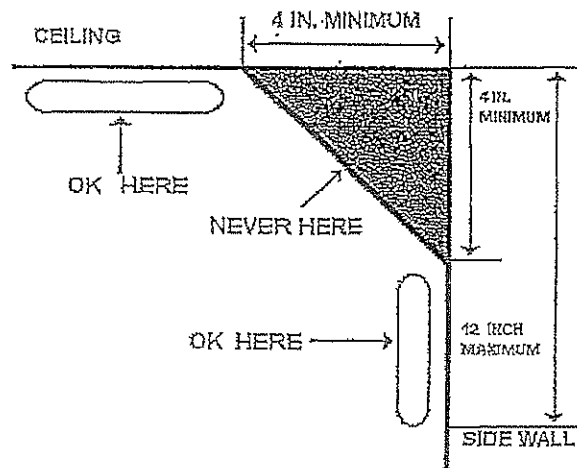
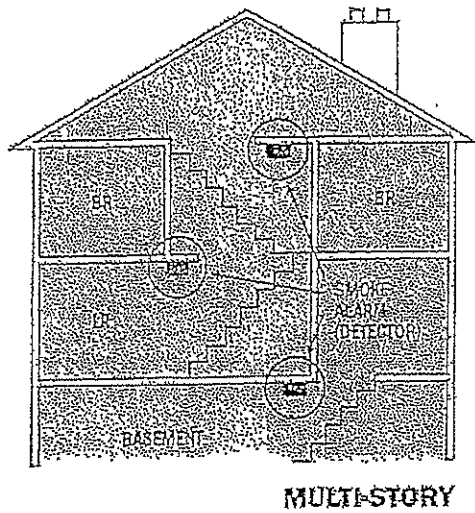
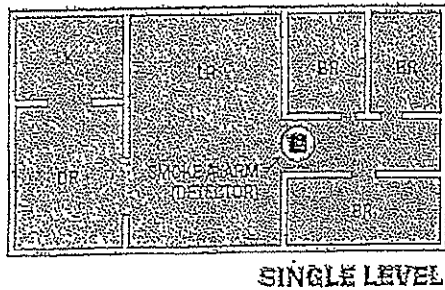
# ATTENTION

Effective January 1, 2019 anyone utilizing battery powered smoke alarms for the purpose of obtaining a Certificate of Smoke Alarm, Carbon Monoxide Alarm, and Portable Fire Extinguisher Compliance must utilize **Ten-year sealed battery-powered detectors that shall be listed in accordance with ANSI/UL 217.**

This requirement does not affect hardwired, A/C powered single or multi station devices or low voltage system devices.

## SMOKE DETECTOR PLACEMENT

- BASEMENT: One at the bottom of the stairs to first floor.  
One within 10' of a bedroom (if any).
- FIRST FLOOR: One at the bottom of the stairs to second floor.  
One within 10' of a bedroom (if any).
- SECOND FLOOR: One at the top of the stairs from first floor.  
One within 10' of a bedroom (if any).
- THIRD FLOOR: One at the top of the stairs from the second floor.  
One within 10' of a bedroom (if any).
- ATTIC: No detector needed if the attic is not finished.



## CARBON MONOXIDE ALARM

2-1 1.2 A carbon monoxide alarm or detector should be centrally located outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where bedrooms are separated and the audibility of the alarm or detector to occupants with the bedroom area could be seriously impaired, more than one unit could be needed. Each alarm or detector should be located on the wall, ceiling, or other location as specified in the installation instructions that accompany the unit.

## REQUIREMENTS FOR THE TYPE AND PLACEMENT OF THE EXTINGUISHERS ARE AS FOLLOWS:

1. At least one portable fire extinguisher shall be installed in all one and two family dwellings (except seasonal rental units) upon change of occupancy;
2. The extinguisher shall be listed, labeled, charged, and operable;
3. The size shall be no smaller than 1A:10B:C, rated for residential use and weigh no more than 10lbs.;
4. The hangers or brackets supplied by the manufacturer must be used;
5. The extinguisher must be located within 10 feet of the kitchen;
6. The top of the extinguisher must not be more than 5 feet above the floor;
7. The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items;
8. The extinguisher must be near a room exit or travel path that provides an escape route to the exterior;
9. The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher, and
10. Lastly, the extinguisher must be installed with the operating instructions clearly visible.

New fire extinguishers are not required to be serviced and tagged, as long as the seller or agent can provide proof of purchase or receipt.