

INSPECTION DATE:  
TUES - THURS

INSPECTION TIME:  
9AM - 1PM

**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: \_\_\_\_\_

Cash: \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

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

Name of Seller \_\_\_\_\_

Name of Buyer \_\_\_\_\_ [Print Clearly]

Location (address) of property \_\_\_\_\_

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

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

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

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? \_\_\_\_\_)

Property shall be in compliance with all Borough and State codes and ordinances. (Effective 4/7/03: carbon monoxide detectors are required under NJAC 5:70-2.3 within ten (10) feet of any bedroom.)

**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.

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

Superintendent of Public Works Approval (Inspected By) \_\_\_\_\_ Date \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ ZONE DISTRICT \_\_\_\_\_

# BOROUGH OF NEW MILFORD

930 River Road  
New Milford, NJ 07646  
(201) 967-5044 ext. 5415, 5560, 7572  
(201) 262-1904 FAX NUMBER

## Homeowner Checklist for Continued Certificate of Occupancy for Resales

This 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.

- Smoke Detectors                      One (1) on each level including walk up attic & basement is required. They can be battery operated or plug in models; they can also be a combination smoke detector/ carbon monoxide models.
- 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.
- 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.
- 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:
- hire a NJ registered sidewalk contractor or Homeowner to repair the slabs and get a re-inspection and approval from the DPW,
  - or provide us with a paid receipt from a NJ registered contractor,
  - or supply an escrow letter from the buyers attorney stating the sidewalks will be repaired.
- Paid receipts & 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 buyers attorney stating the house will **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 C/O Resale application & \$100 fee are still required, however inspections will not be performed.

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

**WHERE TO LOCATE DETECTORS:**

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

**WHERE NOT TO LOCATE DETECTORS:**

To avoid false alarms and/or improper operation, avoid installation of smoke detectors 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 detector.
- 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 detector.

**FURTHER INFORMATION ON DETECTOR PLACEMENT:**

For further information about detector 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.

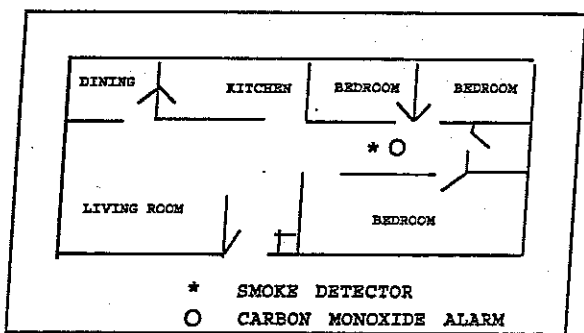


Figure 1

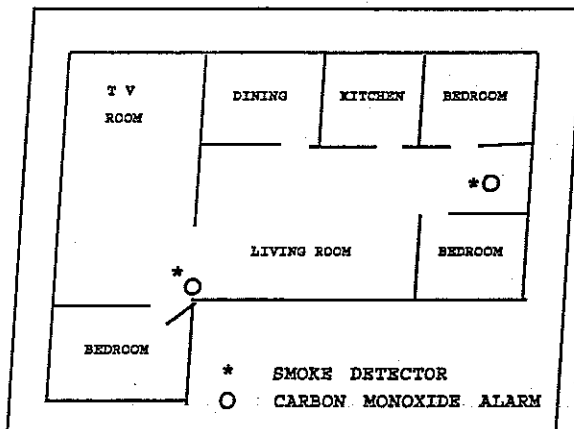


Figure 2

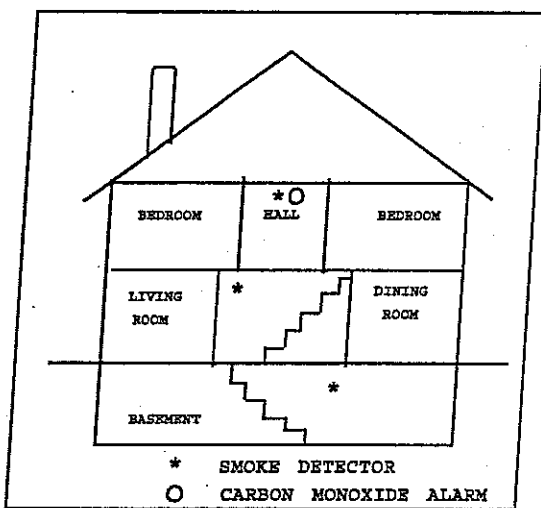


Figure 3

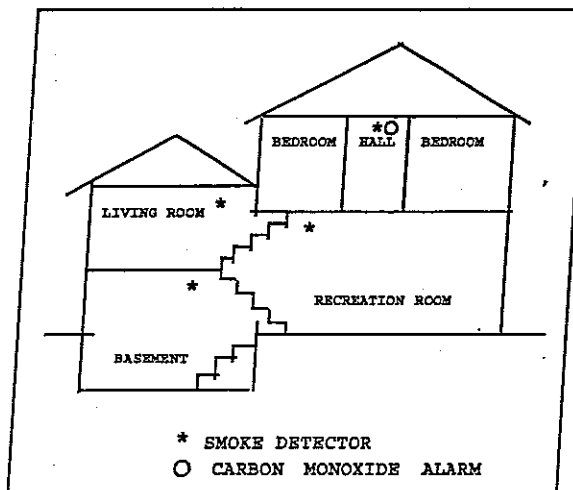


Figure 4

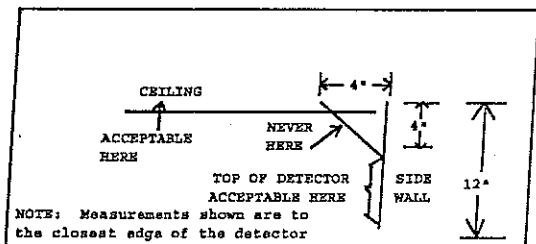


Figure 5