

Borough of Westwood

Office of Construction & Zoning

(201) 664-5900 101 Whashington Avenue, Westwood, NJ 07675



ZONING CERTIFICATION OF INSPECTION COMPLIANCE

If you are selling your home, or have a new tenant moving into your rental property, this is the form you need!

Fill out top portion of form only. Bottom portion (Inspection Report) is for office use only. Please include all info:

Site Address

Closing Date (or move in date if rental)

Seller (or Landlord info if rental), including seller's or Landlord's phone number

Buyer info, **MUST** include buyer's phone number

Seller's Realtor, including phone number

Only fill in Tenant info if it is a rental

For Rentals ONLY you MUST attach a copy of your Lead Safe or Lead Free Certificate.

PAYMENT* – Please include payment, check or money order payable to “Borough of Westwood”, with your application.

If closing date (move in date for rental) is OVER 2 weeks away from date form is being submitted, please pay \$100.00

If closing date (move in date for rental) is LESS than 2 weeks away from date form is being submitted, please pay \$150.00

**NOTE: we cannot process your application or schedule the inspection without payment*

Once complete, submit your application, with payment, to the Building Department.

If you have any further questions, please call the Building Department at (201) 664-5900

This basic checklist is provided to possibly avoid a re-inspection and or fees. There may be other safety issues, not listed, which will be dealt with on a case by case basis. This inspection consists of a physical safety inspection and a block & lot file review. This will ensure your property is being used as it was designed for as per local zoning land use regulations. If you have any reason to think that there are any questions that may come up with respect to the zoning status for your home, i.e.2 family/multiple family status, I urge you to take steps immediately to clear up the issue(s) so that your closing will not be unnecessarily delayed.

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(201) 664-5900 101 Washington Avenue, Westwood, NJ 07675



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|------------------|
| PM # _____ |
| Open Permits Y N |

Zoning Certificate of Compliance Smoke, Carbon Monoxide Detection and Fire Extinguishers

SITE ADDRESS: _____ BLOCK _____ LOT _____

Initial Inspection Date: _____ FEE: \$ 100.00-150.00 Date Paid: _____ Check No.: _____
 Re-Inspection Date: _____ FEE: \$ 50.00 Date Paid: _____ Check No.: _____
 Closing Date: _____ Rental Move in Date: _____ Lead Paint Cert : _____

| <u>Seller / Landlord</u> | | <u>Buyer</u> | |
|--------------------------|---------------|--------------------|---------------|
| Name | | | |
| Address | | | |
| Phone # | | (MUST BE BUYERS #) | |
| Sellers Realtor | | Phone # | |
| Tenant Unit #1 | Adult / Child | Tenant Unit #2 | Adult / Child |
| | A C | | A C |
| | A C | | A C |
| | A C | | A C |
| | A C | | A C |

For Official Use Only

Single Family 2 Family 3 Family Apartment Condo Town / House Business with Apartment

| Basement | 1 st Floor | 2 nd Floor | Attic |
|------------------------|------------------------|------------------------|------------------------|
| Bedrooms 1 2 3 4 5 | Bedrooms 1 2 3 4 5 | Bedrooms 1 2 3 4 5 | Bedrooms 1 2 3 4 5 |
| Bathrooms 1 2 3 4 5 | Bathrooms 1 2 3 4 5 | Bathrooms 1 2 3 4 5 | Bathrooms 1 2 3 4 5 |
| Smoke Detector HW 10yr | Smoke Detector HW 10yr | Smoke Detector HW 10yr | Smoke Detector HW 10yr |
| CO Detector Y N | CO Detector Y N | CO Detector Y N | CO Detector Y N |
| Boiler, Furnace, W/H | Boiler, Furnace, W/H | Boiler, Furnace, W/H | Boiler, Furnace, W/H |
| Sidewalks OK NG | Deck Patio | Pool Gate Fence Locks | Solar Y N |
| Shed Garage | Sump Pump Y N | Generator Y N | Property Fence Y N |

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|---------------|--|--|--|
| NOTES: | | | |
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|--------------|------|-----------|-----------|
| Approved | Date | Inspector | Signature |
| Denied | Date | Inspector | Signature |
| Temporary CO | Date | Inspector | Signature |

Exterior

Sidewalks & Walkways- All flat even surfaces, no trip hazards present and must be maintained in proper state of repair.

Property Maintenance- No debris, weeds, bushes, trees, grass etc. not overgrown.

Pool Barrier- Proper fence height, gate must be self-closing gate, opening outward only, locks 54" from the ground, all walkways safe

Garages- Garage Door Opener wiring plugs directly to outlet. No extensions. Also no openings for animals to get in.

Interior

Utilities- All utilities must be turned on and operable.

Bedroom Door Locks- Key access to these rooms is not allowed-only privacy locks allowed.

Front Door Dead Bolts- Must be keyless type. Cannot need a key to open inside of lock.

GFI outlets- If installed, must be operational & wired properly

Fireplaces- Inside firebox bricks tight, no cracking and no mortar missing

Furnace Emergency Switch- Located at top of basement stairs

Bedroom- Proper egress is needed to classify room as bedroom in this area

Boiler/ Water Heater Flu- No movement is allowed where the flu pipe connects to the chimney
hot water relief valve pipe must be within 6 inches off the floor. (Permit required)

Oil Tanks, Above Ground- Leak free, in good condition

Handrails- Must be firmly fastened, maintained and capable of supporting normal imposed loads.
Every interior and exterior flight of stairs having more than four (4) risers must have a handrail on one side of stairs. Every open portion of stairs, landing, balcony, porch, ramp, deck or railing surface that is more than thirty (30) inches from the floor or grade shall have guards.

SMOKE ALARM REQUIREMENTS

TEST AND CLEAN YOUR SMOKE ALARMS BEFORE INSPECTION DATE

CHECK BELOW INFORMATION TO ENSURE YOUR SMOKE ALARMS MEET MINIMUM REQUIREMENTS

There are different types of smoke alarms –

1. Battery operated smoke alarms-must be 10 year sealed battery type
2. Electric smoke alarms
3. Electric smoke alarms with interconnection
4. Electric smoke alarms with interconnection and battery backup

The type of smoke alarms required for a Certificate of Smoke Alarm, Carbon Monoxide Alarm and Fire Extinguisher Compliance will depend on the type of smoke alarms that were required at the time of original construction or renovation. Replacing electric smoke alarms with battery-operated smoke alarms are **not permitted**. Defective interconnected smoke alarms must be replaced with compatible alarms or when not possible all interconnected alarms must be replaced to meet the requirements of the Compliance Certificate.

Smoke alarms **CANNOT** be older than ten (10) years.
Check date stamped on back of unit.

HOUSE BUILT/RENOVATED:

MINIMUM REQUIREMENTS:

| | |
|-------------------------------|--|
| Prior to January 1977 | Battery operated smoke alarms on all levels-sealed battery type |
| January 1977 – September 1978 | Electric smoke alarm on each sleeping level Battery operated smoke alarm on all other levels-sealed battery type |
| October 1978 – January 1983 | Electric smoke alarms on sleeping level and basement battery operated smoke alarms on all other levels-sealed battery type |
| February 1983 – July 1984 | Electric smoke alarms on all levels |
| August 1984 – February 1991 | Electric smoke alarms on all levels All smoke alarms must be interconnected |
| March 1991 – | Present electric smoke alarms on all levels and inside each bedroom All smoke alarms must be interconnected All smoke alarms must be equipped with battery back-up |

A smoke alarm is required within immediate vicinity of every bedroom door. If a level has more than one sleeping area, smoke alarms are required in each sleeping area. The smoke alarm installed on the basement level and all levels without a sleeping area must be located in close proximity to the stairway leading to the floor above. Smoke alarms must be properly mounted and secured to the ceiling or wall according to manufacturer specifications.

All smoke alarms must be UL listed or equivalent and must have a test button.

Common area hallways and stairs in two-family houses must have a smoke alarm at each landing.

*** See Diagram

Smoke alarms are NOT permitted:

- Within 5 feet of a kitchen (cooking vapors)
Exception: photoelectric type smoke alarms may be within 5 feet of a kitchen.
- Within 3 feet of an attic fan or the tips of a ceiling fan blades.
- Within 3 feet of the door leading to a bathroom containing a tub or shower (steam).
Exception: Photoelectric type smoke alarms may be within 3 feet of a bathroom.
- Within 3 feet of an air supply vent (supply or air flow)
- Within 1 foot of a light fixture.
- Within the “dead air space” where the wall meets the ceiling (ceiling smoke alarms must be at least 4” from the wall, wall mounted smoke alarms must be at least 4” and no more than 12” from the ceiling.
- Smoke alarms are **NOT** permitted to be painted.

CENTRAL STATION MONITORED ALARM SYSTEMS

(Low Voltage Fire Alarm Systems will not be tested by the inspector. Many of these systems do NOT meet the minimum requirements for a compliance certificate. Alarm Company Certification required)

If you have a central station alarm that actually meets the requirements indicated above, you will need two (2) inspections.

1. The alarm system must be certified as operational by a licensed NJ Fire Protection Contractor.
2. An inspection by the Local Enforcing Agency to ensure the proper placement of detectors

Note: Inspection by licensed contractor should be completed prior to inspection by local enforcing agency. Provide documents of successful inspection at time of local agency inspection.

CARBON MONOXIDE ALARM (CO) REQUIREMENTS

A Carbon Monoxide Alarm is required in all 1 and 2 family dwellings and apartments that contain any fuel-burning device/appliance or have an attached garage.

Carbon Monoxide Alarm must meet the following requirements:

- May be electric operated or battery operated.
- Must be installed on each sleeping level.
- Must be installed in hallway within immediate vicinity of every bedroom door.
- Combination smoke/carbon monoxide alarms must be installed meeting the requirements for a smoke detector.
- Must be UL listed or equivalent.

FIRE EXTINGUISHERS

At least one functional portable fire extinguisher, with a minimum rating of 2A:10BC and not weighing more than 10 pounds. The extinguisher is to be visible and in a readily accessible location within 10 feet of the kitchen, near a room exit or travel path to the exterior. Extinguisher shall NOT be mounted behind a door. Extinguisher shall be mounted no more than five feet off the floor.

STORM WATER (SUMP PUMPS)

Homes with sump pumps shall have discharge lines connected to a storm sewer or to the gutter line of the fronting street. No sump pump shall discharge into the sanitary sewer system, roadway or sidewalk.

Additional information may be obtained from the Westwood Building Department at (201) 664-5900.

HOUSE NUMBERS

Address numbers shall be clearly visible from the street, security fastened, weatherproof, and shall be mounted against a contrasting background. If the setback is more than 100 feet from the street, the number shall be displayed on a sign readily visible from the street (within 25 feet).

BUILDING PERMITS

All building permits must be closed by scheduling the final inspection through the Westwood Building Department at (201) 664-5900. CCO inspection **WILL NOT** be scheduled with **ANY** open permits. Certificates will not be issued with open building permits.

LEAD-BASED PAINT INSPECTIONS IN RENTAL DWELLING UNITS

What dwellings are required to be inspected and what dwellings are exempt?

- All single-family, two-family, and multiple rental dwellings must be inspected.
- The following dwellings are exempt:
- Dwellings that were constructed during or after 1978.
- Single-family and two-family seasonal rental dwellings which are rented for less than six-months duration each year by tenants that do not have consecutive lease renewals.
- Dwellings that have been certified to be free of lead-based paint pursuant to N.J.A.C. 5:17-3.6(b).
- Multiple rental dwellings that have been registered with the Department of Community Affairs for at least ten years and have no outstanding lead violations from the most recent cyclical inspection performed on the multiple dwelling under the "Hotel and Multiple Dwelling Law" (N.J.S.A. 55:13A-1).
- This means that all multiple dwellings constructed prior to 1978 and registered with the Department for at least ten years that have a certificate of inspection issued by the Department of Community Affairs, Bureau of Housing Inspection, are exempt from this requirement.
- A multiple dwelling that has been registered with the Department for at least ten years with an open inspection that has no violations for paint is also exempt from this requirement.

Dwellings with a valid lead-safe certificate issued pursuant to this law, P.L.2021, c.182. Lead-safe certificates are valid for two years from the date of issuance.

***Smoke Detector, Carbon Monoxide and Fire Extinguisher Diagram

