

BOROUGH OF NEW PROVIDENCE
DEPARTMENT OF PLANNING AND DEVELOPMENT
360 Elkwood Avenue
New Providence NJ 07974
PH (908)665-1098 Fax (908)665-8361

APPLICATION FOR RESALE/RENTAL CERTIFICATE

PLEASE PRINT OR TYPE

BLOCK _____ LOT _____ CLOSING DATE _____

RESALE CO _____ RENTAL CO _____

PRESENT USE: _____ 1-family _____ 2-family _____ multi-family(units) _____ condo _____ townhouse _____ apt _____

ADDRESS TO BE INSPECTED _____ Apt.# _____

NEW OWNERS /TENANTS NAME: _____

NAME OF BUILDING OWNER _____

ADDRESS OF OWNER: _____

PHONE# _____ CELL # _____

PRINT AGENT NAME: _____ AGENT PHONE# _____

Answer either yes of n/a:

- _____ Working Smoke Detector on each level of the dwelling, excluding attic and crawl space
- _____ Carbon Monoxide Alarm installed and working
- _____ Swimming Pool Fences and gates are in place and operative
- _____ House numbers
- _____ Illegal sump pumps, roof drains and other connections to sanitary sewer eliminated
- _____ Construction permit have been obtained and closed for all work and Plumbing, Electrical, Fire and Building hazards eliminated
- _____ Use conforms with applicable zoning ordinance requirements
- _____ Valid Lead free or Lead Safe certificate (rental only) (Copy required)

To the best of my knowledge, this property is in Conformance with the requirements for a Resale/Rental Certificate of Occupancy as outlined in the handout provided.

SIGNATURE OF OWNER OR AGENT: _____ DATE: _____

FEE MUST ACCOMPANY APPLICATION: Make check payable to: **Borough of New Providence**

- 1. 1 or 2 family detached - \$100.00 per unit
 - 2. Multi-family dwellings, townhouse, condos - \$100.00 per unit
 - 3. Apartment buildings - \$50.00 per unit
- (fee includes 1st reinspection, additional inspections \$25.00 each)

Allow at least 10 business days prior to closing

***NO CERTIFICATE WILL BE ISSUED WITHOUT THE ABATEMENT OF ANY OUTSTANDING PERMITS,
VIOLATIONS OR WORK CONDUCTED WITHOUT PROPER PERMITS.***

FOR OFFICIAL USE ONLY

Certificate #: _____ Requested date and time inspection _____

Approval date: _____ Inspector: _____

1) Failed inspection date: _____ Inspected by: _____ List violation on back

2) Reinspection date: _____ Inspected by: _____

Open Permits? _____ Yes _____ No _____ List: _____

Type of payment: _____ Cash _____ Check# _____ Credit Card _____

Re-inspection payment: _____ Cash. _____ Check # _____ Credit Card _____

BOROUGH OF NEW PROVIDENCE
DEPARTMENT OF PLANNING AND DEVELOPMENT

Resale/Rental Certificate Check List

1. **Smoke & Carbon Monoxide Detectors** - Required by State of NJ to be in the vicinity of each bedroom door. PLEASE NOTE: If your dwelling is equipped with a hard-wired electric interconnected smoke/CO system in accordance with the building code regulations during construction, these systems must remain in place and operated as intended throughout the life of the building.
2. **Smoke Detector placement** - The best locations are on the ceiling, although the wall is allowed. The usual placement in the basement and first floor is within three feet of the opening of the stairway on the ceiling. (Guidelines attached)
3. **Electrical Covers** — Proper electrical device covers are needed on all electrical switches, outlets, and junction boxes. Do not forget the covers behind the couch or dresser.
4. **Extension/zip cords** — These items are for a temporary use only and are not permitted; they cannot pass through a wall or floor. They are commonly found stapled to the baseboards of older homes. Remember to unplug or shut off the power source before attempting to remove them.
5. **Pressure relief discharge pipe** — The pipe is required on boilers and water heaters; this should discharge around six to eight inches off the floor. Yes, a permit is needed to replace the water heater.
6. **Gas Piping**— Must be properly strapped with shut off valves near appliance. If the appliance is removed the gas pipe must be capped. Aluminum gas piping is not permitted.
7. **Clearances to combustibles** — Provide required space around fuel burning appliances. Following manufacturer requirements.
8. **Pool requirements** — All pools are to be protected in the proper manner such as fencing and gates according to state code.
9. **Street numbers** — Numbers to your house should be visible in case of an emergency, numbers should have a minimum 1/2 inch stroke and a minimum of 3 inches in height and must be visible from the street.
10. **Site triangle** — Maintain adequate clearance between the street and vegetation on your property. Corner lots cannot restrict visibility of pedestrians and motor vehicles.
11. **Sump pump discharge** — Roof drains or other connections to sanitary sewers are illegal and shall be eliminated.

12. **Roof, leader pipe and water runoff** — The roof shall be sound, tight, and not have defects that admit rain. The leader pipes should terminate at the ground and discharge the water away from your foundation and not into the neighbor's yard.
13. **Construction permits** — Have permits been obtained and certificates have been issued for all work as required by the NJ Uniform Construction Code or State Law.
14. **Use of property** — Conforms to the applicable Zoning Ordinance requirements.
15. **Lead Certificate** — As required by the State of New Jersey, all rental properties shall have a Lead-free Certificate or a Lead Safe Certificate. A copy of the certificate must be included with the application.

Permits are required to: Changes to your kitchen and/or bathroom may require a permit. Did you finish off the basement or attic, use it as an addition bedroom? The intended use of some areas was not designed to be used for habitable space. State building codes dictate certain safety requirements that must be installed or altered for adding additional habitable space. State building codes dictate certain safety requirements that must installed or altered for adding additional living space.

THESE ARE STATE MANDATED BUILDING CODES.

NOTE: The above listed check list items are not intended to be all-inclusive but are only a partial listing of the most frequently found violations during Resale/Rental certificate inspections.

It is recommended that the Resale/Rental Certificate Inspection be conducted as soon as the contract is signed. Stop by the Building Department and fill out the application or call us at (908)665-1098. Inspections can be scheduled when the payment is received.

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 areas shown in Figure 1. In single floor homes with two separate sleeping areas two detectors are required, outside each sleeping areas as shown in Figure 2. In multi-level homes, detectors are to be located outside sleeping areas and at every finished level or the home as shown in Figure 3, Basement level detectors are to be in 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 alarms.
- 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.

For Information about detector placement and home safety information consult the National Protection Association's website at:

<https://www.nfpa.org/education-and-research/home-fire-safety/smoke-alarms/installing-and-maintaining-smoke-alarms>

CABON MONOXIDE ALARMS are to be in every separate sleeping areas per NFPA 720 and manufacturer's recommendations.

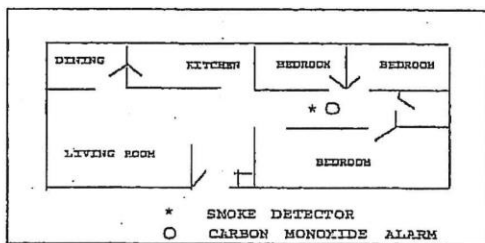


Figure 1

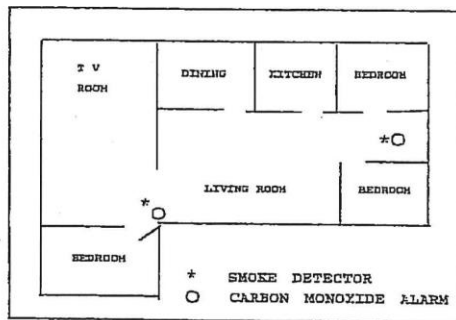


Figure 2

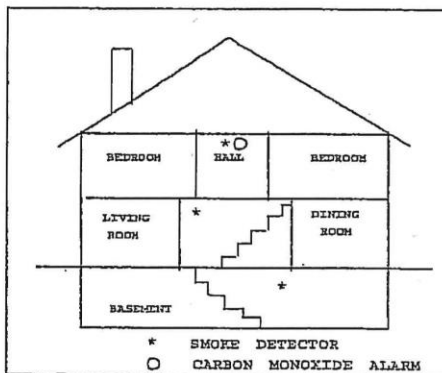


Figure 3

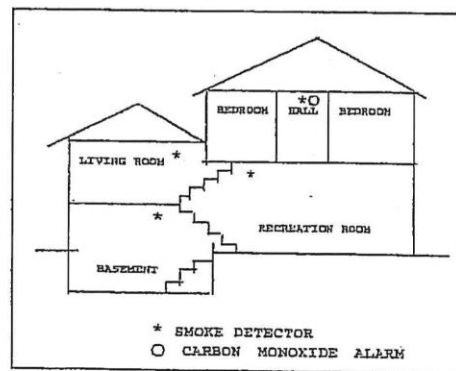


Figure 4

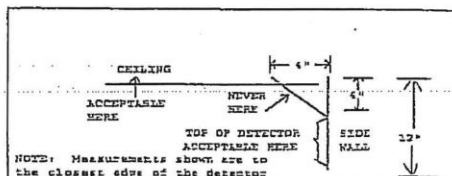


Figure 5

As per NFPA all smoke and carbon monoxide detectors cannot be older than 10 years