

**Fire Prevention Bureau**  
 Don Devlin, Fire Marshal  
 PH: 973-475-7132  
 FX: 973-962-6028

**Application for Change of Residential Occupancy Certificate of Compliance Inspection**

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**Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Address to be inspected:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Applicant is (circle one) Owner Real Estate Agent Other** \_\_\_\_\_

**Inspection Date Scheduled:** \_\_\_\_\_ I have received the Certificate of Smoke Detector, Carbon Monoxide Alarm and Fire Extinguisher Compliance requirements. I have paid the required fee and scheduled an inspection for compliance on the above date. I understand that any deficiency noted from the standards listed will result in the inspection failure and a new inspection and required fee will be required to determine compliance and issuance of the Certificate of Compliance.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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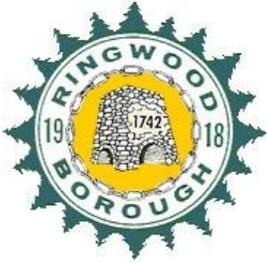
**Borough Use Only**

**Fee Paid:** \_\_\_\_\_ **Cash:** \_\_\_\_\_ **Check#:** \_\_\_\_\_ **Inspection date scheduled:** \_\_\_\_\_

**Received by:** \_\_\_\_\_ **Open Building Permits? Yes / No**

**Pass**  **Fail**  \_\_\_\_\_  
 Inspector

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



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Inspection Date: \_\_\_\_\_

**CHANGE OF RESIDENTIAL OCCUPANCY CERTIFICATE OF COMPLIANCE**  
**(CERTIFICATE OF SMOKE DETECTOR, CARBON MONOXIDE ALARM AND FIRE EXTINGUISHER**  
**COMPLIANCE REQUIREMENTS)**

**Smoke Detectors:** Any home constructed with electrically powered, interconnected smoke detectors must maintain that system in working order. Any home constructed prior to the code requirements for electrically powered smoke detectors must have at least 1 battery-operated smoke detector on every level of the home. This is inclusive of all basements as well as crawl spaces under the home where the furnace, hot water heater or other utilities are located in the crawl space. Smoke detectors are required to be located in the hallway/outside bedroom within 10 feet or less from all bedroom doors. Basement smoke detectors should be located in close proximity to the bottom of the basement stairs. Crawl space smoke detectors should be located within arms reach of the crawl space entrance. All smoke detectors must be permanently mounted to the ceiling. If ceiling mounting is impossible, the detector should be permanently mounted on the wall, 6-12 inches down from the ceiling. Smoke detectors must be at least 6 inches away from the wall/ceiling corner.

**Carbon Monoxide Alarms:** Carbon monoxide detectors must be located on all levels that have bedrooms, in the hallway/outside bedroom within 10 feet or less from all bedroom doors. Carbon monoxide detectors may be electrically hardwired as part of the smoke detection system, electrically powered plug in type or battery operated. Combination smoke/carbon monoxide detectors must be permanently mounted to the ceiling at least 6 inches away from the ceiling/wall corner. Battery operated carbon monoxide detectors must be permanently mounted in accordance with the manufacturers instructions (normally wall mounted, approximately 6 ft above floor level). Plug in electrically powered carbon monoxide detectors may be plugged directly into an electrical outlet that is located in the hallway/outside the bedroom and within 10 ft or less of the bedroom doors.

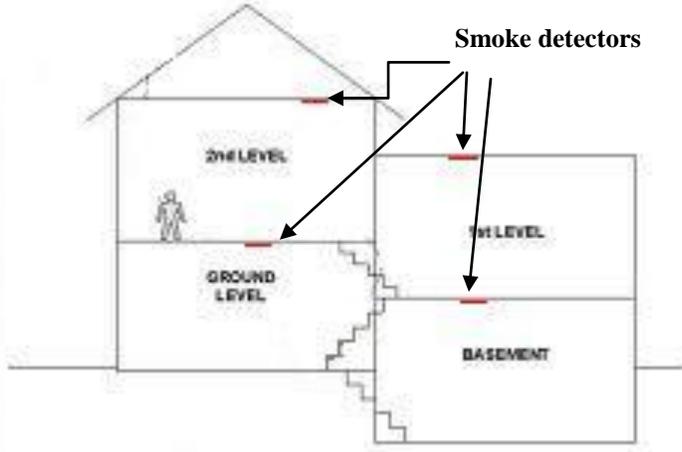
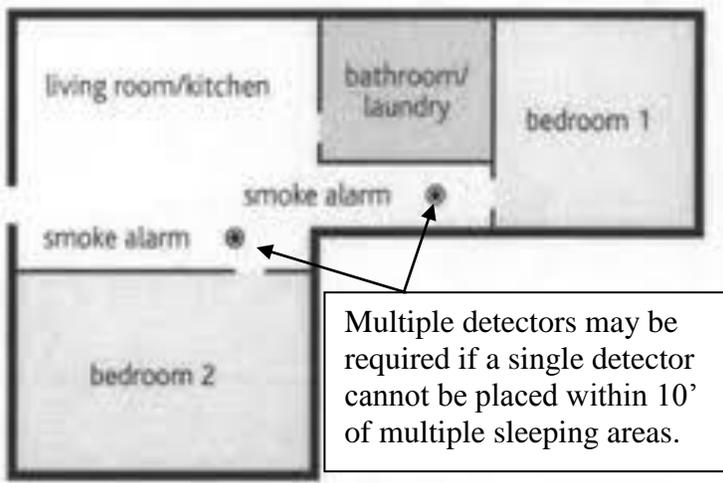
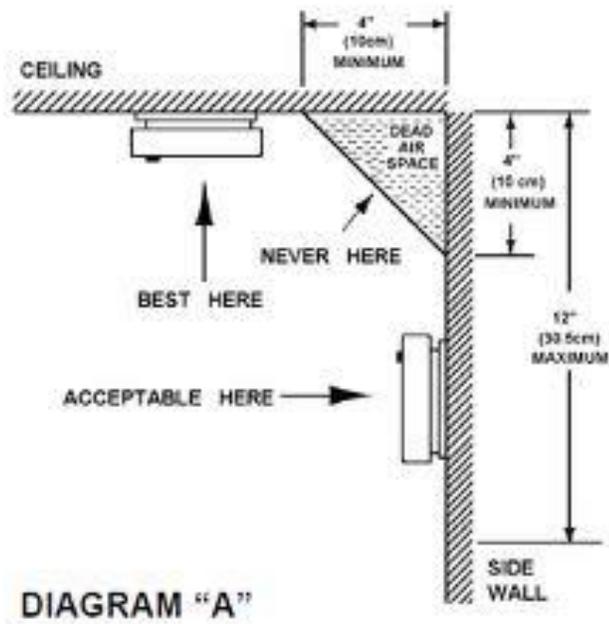
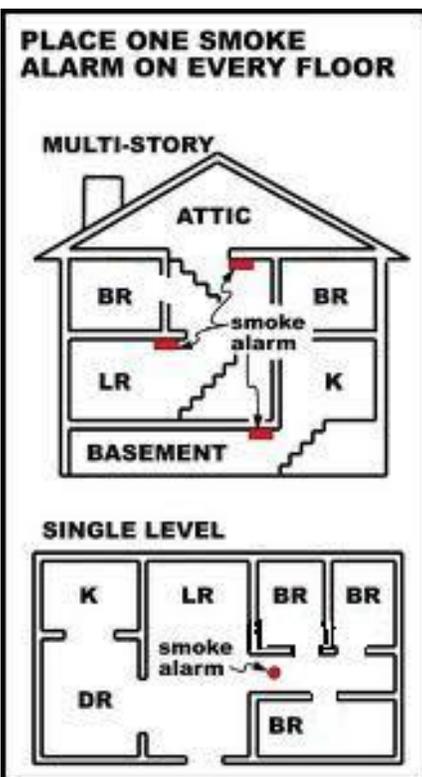
**Fire Extinguisher:** A fire extinguisher must be permanently mounted, using the hanger or bracket supplied by the manufacturer within 10 feet or less of the kitchen. The extinguisher must be near a room exit or travel path that provides an escape route directly to the exterior of the home. The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage or other items. The top of the extinguisher must not be more than 5 ft above the floor. The extinguisher shall be **no smaller than 2A:10B:C**, rated for residential use and weigh no more than 10 lbs (**2A:10B:C, or 3A:40B:C rated fire extinguishers meet this requirement and are the only rated extinguishers that will pass the inspection**). The extinguisher must be charged; operable, accompanied by the owner's manual and a receipt of purchase dated within less than 12 months from the compliance certificate inspection date. Fire extinguishers older than 1 year must be inspected and tagged by a licensed fire protection service company or replaced with a new extinguisher.

**Application and Fees:** Application for inspection must be made at the Ringwood Municipal Building, Construction Department. A fee of \$50.00 is required for each compliance certificate inspection. Cash or check, made payable to the Borough of Ringwood, may pay this fee. The fee is due at the time of application.

**Inspections:** Compliance certificate inspections are regularly performed on Thursday between the hours of 9:00 AM to 12:00 PM. Up to 8 inspections are scheduled during this 3-hour time window. Exact inspection times are not provided or available. Alternate days or times may be offered on a limited basis, based on the needs of the Fire Prevention Bureau.

**Certificate Issuance:** The Certificate of Smoke Detector, Carbon Monoxide Alarm and Fire Extinguisher Compliance will be issued immediately upon the completion of the satisfactory inspection of the home. If the inspection reveals any deficiency from the Fire Code requirements a certificate cannot be issued. The deficiency must be corrected. Once the deficiency has been corrected, a new inspection must be applied for.

**Certificate Required:** A Certificate of Smoke Detector, Carbon Monoxide Alarm and Fire Extinguisher Compliance is required for all changes of occupancy in one and two family homes within the State of New Jersey. This includes all changes in ownership as well as changes in tenants in rental properties. Failure to obtain a certificate of compliance may result in the delay of your real estate closing. Any change of occupancy that occurs without a certificate of compliance being issued may result in the issuance of a penalty up to \$500.00 to the seller or in the case of rental property, the owner.



**Carbon Monoxide detectors are required to be placed outside of any bedroom within 10' of the bedroom.**