



FORT LEE FIRE PREVENTION BUREAU

Borough of Fort Lee

1365 Inwood Terrace
Fort Lee, New Jersey 07024-4799

Phone: (201) 592-3500 Ext. 1502

Fax: (201) 585-1563



INSPECTORS

Mary Boujotas	Ext. 1016
Maria Bradley	Ext. 1093
Patrick Buglione	Ext. 1091
Helene Ciccarelli	Ext. 1092
Michael DeGidio	Ext. 1094
Robert DeVito	Ext. 1095
Jamal Ghrayeb	Ext. 1017

Steven James Curry, Fire Official/Fire Sub-Code, Ext. 1018

Joseph Cariddi, Deputy Fire Official, Ext. 1019

Cindy A. Vida, Administrative Asst., Ext. 1011

Anastasia Sophias, Clerk Typist, Ext. 1010

Vanessa Vergara, Clerk Typist, Ext. 1068

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Eric Hodge	Ext. 1096
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Joseph Piemonte	Ext. 1029
Jack P. Siccardi	Ext. 1097

Application for Certificate of Continued Occupancy

Borough Ordinance 182-1 & N.J.A.C. 5:70-2.3

Date: _____

Property Address: _____ Apt. No. _____

Block: _____ Lot: _____ Year Built: _____ Owner Occupied: Y or N

Property Owner: _____

Property Owners Address: _____

City: _____ State: _____ Zip Code: _____

Buyers Name: _____ Telephone No.: _____

Renters Name: _____ Telephone No.: _____

Requirements:

- 1) Submit check payable to the Borough of Fort Lee for \$100.00. Inspections that fail are subject to additional fees.
- 2) Submit the name and telephone number of the contact person responsible for meeting the inspector.
- 3) All information on application shall be completed.
- 4) All requirements on the CCO Affidavit pertaining to the unit/building being inspected shall be complied with.
- 5) No one is permitted to occupy the premises prior to approval from the Fire Prevention Bureau.
- 6) In accordance with Borough Ordinance 324-14 you are required to register with the Rent Leveling Board within 60 days of tenancy commencement.
- 7) No Certificate of Continued Occupancy will be issued prior to closing out any open building permits, paying all taxes, Penalties and/or fees due the Borough of Fort Lee.

1 & 2 Family: _____ 3 Family: _____ Condo: _____ Co-Op: _____ Other: _____

Townhouse: _____ Rental: _____ Commercial: _____ Residential/Commercial: _____

I have read the requirements for obtaining a Continued Certificate of Occupancy and full understand and agree to comply with the requirements.

Printed Name of Applicant

Signature of Applicant

Applicant's Telephone Number

Applicant's E-Mail Address



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SMOKE/CO DETECTORS/FIRE DOOR/FIRE EXTINGUISHER AFFIDAVIT

BUILDING NAME: _____

ADDRESS: _____

Apartment No. _____ **Phone No.** _____ **Year Built:** _____

Please Check One: Owner: _____ Tenant: _____ Management: _____

New Jersey Licensed Electrician: _____

Note: Only one of the above may submit this affidavit. Realtors are prohibited from filling out this form.

For NJ Licensed Electricians only:

Company or Individual Name: _____ Lic.No. _____

Signature _____

I, _____ hereby certify that at the above referenced location, of which I am the owner, tenant, management, or N.J. Licensed Electrician, the following items have been installed, maintained and checked for proper operation in accordance with N.J.A.C.5:70-2.3, N.J.A.C.5:70-4.19, N.J.A.C.5:70-3,907.21, N.J.A.C.5:70-3, 703.2.3, and NFPA 72(2002).

1.) SMOKE DETECTORS SHALL BE LOCATED:

- a.) **If constructed prior to 1977** - on each level of dwelling and within 10 feet of sleeping areas. Detectors may be battery powered provided they utilize a 10-year sealed battery.
- b.) **If constructed between 1977 and 1983** - 110V Smoke Detector in the basement, and within 10 feet of all sleeping rooms. No interconnection or battery back-up required;

- however, battery backup is **strongly recommended**. Battery operated smoke detection is required on all other levels and shall utilize only 10-year sealed battery detectors.
- c.) **If constructed between 1984 and 1989** - 110V Smoke Detector on each level of dwelling, and within 10 feet of all sleeping rooms. All smoke detectors shall be interconnected. Battery back-up is not required, but is **strongly recommended**.
 - d.) **If constructed between 1990 and 1992** - 110V Smoke Detector with battery back-up located on each level of the structure, inside of each sleeping room, and within 10 feet outside of sleeping rooms. All smoke detectors shall be interconnected. Battery back-up is required unless the building is fully sprinklered. Nevertheless, battery back-up is **strongly recommended**.
 - e.) **If constructed between 1993 and 1999** - 110V Smoke Detectors with battery back-up located on each level of the structure, inside of each sleeping room, and within 10 feet outside of sleeping rooms. All smoke detectors are to be interconnected. Smoke detection is not required in bedrooms if building is fully sprinklered. Battery back-up is not required if building is fully sprinklered. Nevertheless, battery back-up is **strongly recommended**.
 - f.) **If constructed between 2000 and present** - 110V Smoke Detectors with battery back-up located on each level of the structure, inside all sleeping rooms, and within 10 feet outside of sleeping rooms. All smoke detectors are to be interconnected. **(Note: There are no battery back-up exemptions for a fully sprinklered building)**

Notes:

1. All Smoke Detectors with a manufacture date greater than 10 years must be replaced.
Detector Date of Manufacture (located on back of detector): _ _____
2. All battery-operated smoke detectors shall be of the 10-year sealed battery type.
3. Smoke Detectors shall be installed securely at the highest point of the ceiling or, for level ceilings, may be installed on a wall between 4 and 12 inches below the ceiling.
4. Smoke Detector operation shall be tested monthly. Backup batteries in 110V detectors shall be changed once a year to assure proper operation.

2.) CARBON MONOXIDE DETECTORS SHALL BE LOCATED:

- a.) Within 10 Feet of all sleeping areas.
- b.) On every level of the dwelling.
- c.) Immediately outside of any room containing a fuel-burning appliance.
- d.) In close proximity to the entrance of an attached garage.

Notes:

1. All Carbon Monoxide Detectors with a manufacture date greater than 5 years shall be replaced, unless manufacturer's literature allows for a longer period. In that case, submit the manufacturer's literature with this affidavit.

Detector Date of Manufacture (located on back of detector): _____

2. Carbon monoxide detection that is part of a combination smoke/carbon monoxide detector with a 10 year sealed battery is good for 10 years from date of manufacture.

3.) APARTMENT ENTRY DOORS:

- a.) All doors separating dwelling units from common hallways shall be self-closing and self-latching. Check operation by opening the door halfway and verifying that the door fully closes and latches on it's own.
- b) Double keyed cylinder deadbolt locks are prohibited on egress doors

4.) FIRE EXTINGUISHERS:

- a.) One and two- family homes and where applicable some garden-style apartment complexes shall have an approved listed type ABC fire extinguisher with a minimum rating of 2A:10B:C within 10 feet of the kitchen.
- b.) The extinguisher shall be mounted using the manufacturer's hanging bracket with the top of the extinguisher not more than 5 feet above the floor and readily accessible and not obstructed from view.

Printed Name of Person Completing Affidavit

Telephone Number

Signature of Applicant

Date



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Residential Certificate of Continued Occupancy

Your inspection is scheduled for: _____ / _____ / _____ Time: _____

Please make arrangements to have someone home to let the inspector in. Someone must be present for the inspection to be performed.

The following is a list of requirements needed to obtain a Resale/Rental/Lease CCO:

- 1.) All requirements relating to Smoke Detectors, Carbon Monoxide Detectors, Entry Doors, and Fire Extinguishers as stated on the accompanying Smoke/CO Detectors/Fire Door/Fire Extinguisher Affidavit Form shall be fully complied with.
- 2.) Condition of unit must pass the minimum requirements of the Fire, Building, and Housing Codes.
- 3.) Your address must be clearly displayed on your building, mailbox or front door. This is so emergency responders can easily locate your property.
- 4.) If you have performed any renovations to your property without obtaining the required permits, you will not receive your CCO Certificate until permits have been applied for and approvals granted.
- 5.) A Certificate of Continued Occupancy will not be issued prior to closing out any open building permits, and paying all taxes, penalties, and/or fees owed and due to the Borough of Fort Lee.

Respectfully,

Steven J. Curry
Fire Official