

**BOROUGH OF GLEN ROCK
CODE ENFORCEMENT BUREAU
(201-670-3965)**

**RESIDENTIAL RESALE & RE-OCCUPANCY
CERTIFICATE OF CONTINUED OCCUPANCY PROCEDURE
APPLICATION**

1. Fill out owner information section in upper left of form.
2. Submit \$100.00 fee (cash or check payable to Borough of Glen Rock).

***** We suggest early application so any deficiencies may be addressed in a timely manner. *****

ATTENTION ALL HOMEOWNERS PLANNING TO SELL OR RENT THEIR HOMES

In order to ensure continued safety of our Borough Residents, a Certificate of Continued Occupancy (**CCO**) ordinance was implemented for residential structures in Glen Rock over two decades ago. Similar regulations apply to commercial structures in the borough as well. In conjunction with overlapping State Regulation, all Glen Rock property owners who sell or rent their dwellings are required to obtain a borough issued **CCO Certificate prior to closing and/or allowing occupancy of such dwellings.**

At least 30 days prior to closing or reoccupancy, the property owner or the agent acting on their behalf are required to make an application to the Glen Rock Building Department located on the third floor of the Glen Rock Municipal Building to obtain a **CCO Certificate**. **Note: rental applications are also required to submit a completed Landlord Registration and provide a Lead Safe/Lead free certificate.**

Upon submission of the **CCO** application and a \$100.00 fee (as established by the Borough fee schedule) we will review our records to ensure all construction permits have been properly inspected and closed. A visible inspection of the dwelling will also be performed by the Borough's Building Department to ensure that no code violations exist that could affect the safety of the dwelling's occupants.

If your dwelling is equipped with a hardwired electric interconnected smoke/CO detector system in accordance with Building Code regulations during construction, these systems **must** remain in place and operate as intended throughout the life of the dwelling. Downgrade to battery only operated devices is **not** permitted.

In the absence of a hardwired system, Borough and State of New Jersey regulations require the installation of 10-year sealed battery smoke/CO detectors to be installed in accordance with the manufacturer's installation instructions within 10 feet of all bedrooms and on each level, including basements and habitable attics. In addition, 10-year sealed battery operated smoke detectors shall be located in all bedrooms.

PLEASE TURN OVER



The installation of Carbon Monoxide (**CO**) detectors shall be in accordance with manufacturer's installation instructions. They are required on **all levels that contain bedrooms** and located in a common area in the immediate vicinity of bedrooms not to exceed a distance of 10 feet. **CO** detectors can be battery operated, plug in electric type or a hardwired type system.

State regulations require the installation of a minimum **size 2A 10 BC fire extinguisher**. The fire extinguisher shall be rated no larger than 10 pounds and be installed in an accessible location within 10 feet of the kitchen area in a visible location, mounted with the bracket supplied with the extinguisher, no higher than 5 feet from the floor surface.

The Department of Public Works will perform an inspection of the dwelling public sidewalks, as applicable. **For further information pertaining to sidewalk inspections, please contact the DPW directly at 201-670-3980.**

Common inspection failures:

Failure to verify 10-year sealed battery smoke detectors are installed on all levels.

Smoke detectors with dead batteries or smoke detectors that are installed in wrong locations. Never install a smoke detector within 3 feet of an HVAC supply duct or in the corner of a room. Smoke detectors located on all levels shall be installed on the ceiling near the base of stairways. Never install smoke detectors in a stairwell, in kitchens or non-conditioned areas such as crawl spaces, garages or unfinished attics.

Failure to verify that your fire extinguisher is minimum size 2A 10 BC with a gauge reading in the green zone.

Double cylinder deadbolt lock sets with a **removable interior side key** installed on a primary exit door are not permitted.

Dryer vent and/or kitchen exhaust connectors made of vinyl material are not permitted. Only listed and approved venting material is permitted for these applications.

The use of extension cords for sump pump and garage door openers are not permitted.

Permits are required for water heaters, heating systems, electric wiring, patios and decks constructed or installed.

For further information, please call the Building Department at 201-670-3965.

David Nizborski, Construction Official