

Instructions for Renting or Selling your Home during the Covid-19 Emergency

Please complete the highlighted areas on the Inspection Notice. Return the completed form, with a check in the amount of \$100.00 (payable to the Borough of Glen Rock) to the Building Department, by either regular mail or the black mailbox on the right side of the front of the Municipal Building.

A member of the Building Department staff will contact you regarding an inspection. Please note that during this emergency, inspections will be scheduled according to closing date. At that time, we will review the procedures to ensure your safety and that of our inspector.

Also, please review the informational sheet so you know what the inspection will cover. The Department of Public Works will also be checking the sidewalk to see if any slabs need to be replaced or reset.

Any questions, call the Building Department at (201)670-3965.

Thank you.

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

**RESIDENTIAL RESALE & RE-OCCUPANCY
CERTIFICATE OF CONTINUED OCCUPANCY
INSTRUCTIONS**

- 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 an early application so any deficiencies may be addressed in a timely manner.

Attention To All Homeowners Planning To Sell Or Rent Their Homes

In order to ensure continued safety of our Borough Residents, a Certificate of Continued Occupancy ordinance (CCO) was implemented for residential structures in Glen Rock over two decade 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 re-occupancy, 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.

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 insure that no code violations exist that could affect the safety of the dwelling's occupants.

If your dwelling is equipped with a hard-wired 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.

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

The installation of Carbon Monoxide (CO) detectors 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 hardwired type system.

State Regulations require the installation of an "A.B.C." type multipurpose 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, 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 call D.P.W. directly at 201-670-3980.

Common inspection failures:

Smoke detectors with dead batteries or smoke detectors that are install 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 levels shall be installed on the ceiling near the base of stairways. Never install a smoke detector in a stairwell, in kitchens or non-conditioned areas such as crawls spaces, garage or unfinished attics.

Failure to verify that your fire extinguisher is a multi-purpose "A.B.C. " type extinguisher with a gauge reading in the green zone

Double cylinder deadbolt lock sets with a removable interior side key which is installed on 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.

Water heaters, heating systems, electric wiring, patio and decks constructed or installed without the required permits.

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

Brian Frugis,
Construction Official