



**Borough of Emerson**

Building Department and Fire Prevention Bureau  
1 Municipal Place, Emerson, NJ 07630  
(201) 262-6086 x1214

**Application for**

**Residential TRANSFER of OWNERSHIP Certificate**  
(Per Ordinance No. 1618-20)

**CCO FEE: \$105 CHECK MADE OUT TO BOROUGH OF EMERSON. SMOKE DETECTOR/CO FEE \$45 IF MORE THAN 2 WEEKS BEFORE CLOSING, \$95 IF LESS THAN 10 DAYS AND \$161 IF LESS THAT 4 DAYS. CHECK MADE OUT TO FIRE PREVENTION BUREAU.**

**CLOSING DATE:** \_\_\_\_\_

**IMPORTANT:** We recommend that this application be submitted **3-4 weeks** prior to above closing date to allow time to resolve any issues regarding property and/or permit history to facilitate timely inspection of the premises.

For the inspection of Smoke Alarm/Detectors, Carbon Monoxide Alarms, and Fire Extinguisher (2A:10B:C) (see attached for Fire Safety information)

**©IMPORTANT**

The N.F.P.A. recommends carbon monoxide alarms be replaced every **five** years or the manufacturers recommendations and smoke alarm's every **ten** years.  
ALL BATTERY-OPERATED SMOKE ALARMS MUST BE 10 YEAR SEALED BATTERY.

**SMOKE ALARM/DETECTORS**

Specify (Type): Hard wired system \_\_\_\_\_ Battery Type \_\_\_\_\_ LOW VOLTAGE SYSTEM \_\_\_\_\_

**CARBON MONOXIDE**

Specify (Type): Hard wired system \_\_\_\_\_ Battery Type \_\_\_\_\_ LOW VOLTAGE SYSTEM \_\_\_\_\_

1. Property Location (Address) \_\_\_\_\_
2. Name of Seller \_\_\_\_\_
3. Name of Buyer \_\_\_\_\_
4. Single Family \_\_\_\_\_ Multiple Family \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_
5. **Important!** Phone # & Contact Person: \_\_\_\_\_

**6. If inspection fails, a reinspection fee of \$45.00 is required to be paid.**

*-- Do not write below shaded area --*

Comments:



**BOROUGH OF EMERSON**

**HOMEOWNER CHECK LIST**  
**For**  
**Certificate of Continued Occupancy Inspections**

*(Provided to possibly prevent re-inspection and related fees)*

ITEM	DESCRIPTION
Carbon Monoxide Detectors	State mandated – must be installed within 10' of any bedroom area-in the hallway. Must be permanently mounted-can be plug-in type.
Smoke Detector	State mandated- One on each level as per NJ Fire Code, within 10' of a bedroom.
Fire Extinguisher	State mandated – Mounted on the wall in the kitchen, not on the other side of a door. (2A:10BC)
Oil tank In-Ground	Oil tanks must have certification.
Sump Pumps	Drain directly to the exterior. NOT into Waste Line.
Monitored Fire Alarms	Certification from monitoring company saying that the system is operational. Must register with Police. Cannot be turned off at any time.
Garage Door Openers	Must be plugged into a dedicated outlet. No adapters or extension cords permitted.
Dead Bolts	Front door to be keyless type on inside.
Kitchen	Any GFI outlets must be operational if present.
Dryer Vents	Must be vented to the exterior.
Bedroom Egress	Bedroom windows must operate properly and be of the correct size (especially attic & basement rooms).
House Number	Must be visible from street.
Hydrant Access	If one is on your property, make sure it is visible and not blocked by bushes/shrubs or snow in winter.
Pool Barrier	Must be in good repair, with self-closing and self-latching gates are per Construction Code.
Property Maintenance	Property area to be neat and clean, no excessive debris or overgrown shrubs, etc.
Boiler/Furnace/Water Heater	Flue connections must be secure at chimney; no loose mortar, bricks or large cracks, etc.
Any Building permits that are open, must be inspected and closed before a CCO can be obtained	

**NOTE: If additional bedrooms are located in separate areas of home, additional smoke & carbon monoxide detectors are required.**

#### 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 as 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 of the home as shown in Figure 3. Basement level detectors are to be located in close 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 alarm.
- 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.

#### FURTHER INFORMATION ON DETECTOR PLACEMENT:

For further information about detector placement consult the National Protection Association's Standard No. 74-1984, titled "Household Fire Warning Equipment." This publication may be obtained by writing to the Publication Sales Department, National Fire Protection Association, Batterymarch Park, Quincy, MA. 02269.

CARBON MONOXIDE ALARMS are to be located in every separate sleeping area per NFPA 720 and manufacturer's recommendations.

#### WHERE TO LOCATE FIRE EXTINGUISHER:

Within 10 feet of the kitchen and located in the exit or travel path; and is visible and in a readily accessible location. The top of the fire extinguisher is not more than 5 feet above the floor and is mounted using manufacturer's hanger or brackets. Minimum size of 2A:10B:C and weigh no more than 10 pounds, is accompanied with the owners manual or with the proper written instructions. The extinguisher is listed, labeled, charged and operable. The extinguisher must have been serviced and tagged by a contractor certified by the New Jersey Division of Fire Safety within the past 12 months or seller must provide a recent proof of purchasing receipt.

- - Smoke Detectors required
- - Carbon Monoxide Detectors Required
- ▲ - 2A:10B:C Fire Extinguisher Required
- - Smoke Detectors for additional protection recommended

