

**JEFFREY FETTE**  
Construction Official



**Cynthia Petersen**  
Technical Assistant

**Tel: (201) 391-5732**  
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**BOROUGH OF MONTVALE**  
**Building Department – Code Enforcement**  
12 Mercedes Drive, Montvale, NJ 07645  
[www.montvale.org](http://www.montvale.org)

The re-sale or rental of a home in the Borough of Montvale requires a **Certificate of Continued Occupancy inspection** and a **Smoke Detector/Carbon Monoxide Alarm inspection**.

- Certificate of Continued Occupancy inspection for Residential property: **\$100.00**  
Cash or check made payable to the Borough of Montvale

**MUST BE 2 SEPARATE CHECKS – Please make both checks payable to the Borough of Montvale**

- Smoke Detector/Carbon Monoxide Alarm Inspection: **\$115.00**  
Cash or check made payable to the Borough of Montvale

The re-sale or rental of Commercial property in the Borough of Montvale requires a **Certificate of Continued Occupancy inspection**.

- Certificate of Continued Occupancy inspection for Commercial property **\$200.00**  
(less than 10,000 sq. ft.)
- Certificate of Continued Occupancy inspection for Commercial property **\$250.00**  
(over 10,000 sq. ft.)

The Construction Official or his agent shall conduct an inspection of the premises to ensure compliance with applicable municipal ordinances and rules and regulations affecting the use and occupation of all such buildings, structures or dwellings. The inspection shall also require compliance with, but not be limited to, the following:

- A. Flue connections are properly sealed;
- B. Sump pumps are not connected to the sanitary sewer;
- C. All electrical outlets, switches and panel boxes are properly covered;
- D. Relief valves from boilers and water heaters are properly piped;
- E. All plumbing fixtures are in working order;
- F. Pools are properly fenced;
- G. There are rails on all interior stairs of more than two risers;
- H. Exterior rails must be properly secured;
- I. Property must not be in violation of the Property Maintenance Code; *Editor's Note: See Ch. 86, Property Maintenance.* and
- J. The property is being used for the use it is zoned.

**Additional requirements for Residential properties:**

A **smoke detector** shall be located on each level of a dwelling including basements and finished **habitable** attics. In addition, battery operated smoke detectors shall be located in the immediate vicinity of all bedrooms not to exceed a distance of 10 feet.

The installations of **carbon monoxide (CO) detectors** are necessary, in accordance with manufacturing 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. Carbon monoxide detectors may be battery operated, plug in electric type or a hardwired type system.

**PLEASE NOTE:** 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 building.

State regulations also require the installation of an "ABC" type multi-purpose 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.

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201-391-5732



**CERTIFICATE OF CONTINUED OCCUPANCY  
RESALE / RENTAL / COMMERCIAL**

**A COPY OF THE LATEST PLOT SURVEY MUST BE SUBMITTED (SINGLE FAMILY HOMES ONLY)**

**THIS DOCUMENT VALID ONLY IF ALL REAL ESTATE TAXES ARE CURRENT**

SITE ADDRESS: \_\_\_\_\_

Cert. No: \_\_\_\_\_

Application Date: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Block: \_\_\_\_\_

\_\_\_\_\_

Lot: \_\_\_\_\_

Name of Seller's Attorney: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name of Buyer / Tenant: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Buyer's Attorney: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Check One: 1 Family \_\_\_\_\_ 2 Family \_\_\_\_\_ Multi-Family \_\_\_\_\_ Condo \_\_\_\_\_ Townhouse \_\_\_\_\_

Commercial Property / New Tenant Doing Business As: \_\_\_\_\_

Sq. Ft. Occupied: \_\_\_\_\_

Please check desired inspection time \_\_\_\_\_ 12pm – 2pm \_\_\_\_\_ 1 pm – 3pm \_\_\_\_\_ 2pm – 4pm

The issuance of a Certificate of Continued Occupancy are conducted solely for the benefit of the municipality, and not for the purchaser or seller of real property. The Certificate of Continued Occupancy is not intended as a representation of the condition of the property, or that the property is safe or meets any or all of the conditions of the CCO. The issuance of a CCO is not intended, and should **NOT** be relied upon, as evidence that the property is safe, structurally sound, and in compliance with zoning codes, fire codes, building codes, or that any of the systems serving the property are operating properly, including well, septic, electrical, plumbing, etc.

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

Applicant's signature: \_\_\_\_\_

Applicant's printed name: \_\_\_\_\_

Inspector Approval/Signature: \_\_\_\_\_

Inspector's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Check #: \_\_\_\_\_

Open Permits: Yes  NO

# Montvale Fire Prevention Bureau

12 Mercedes Drive, 2d Floor  
Montvale, NJ. 07645  
201-391-5700 ext. 258 201-391-1312 fax  
[rludwig@montvaleboro.org](mailto:rludwig@montvaleboro.org)

## 2016 Application

### ***“Certificate of Compliance”***

## **Smoke Detectors, CO Detectors and Fire Extinguisher**

(for the re-sale or change of occupancy of One and Two Family Dwellings) NJAC 5:70-2.3 and Montvale Code Chapter 42

**Fee \$115.00**

Check one: \_\_\_ 1 family, \_\_\_ 2 family, \_\_\_ Condo, \_\_\_ Townhouse, \_\_\_ Rental

Address of property to be inspected \_\_\_\_\_ Block \_\_\_\_\_, Lot \_\_\_\_\_

Property owner's name \_\_\_\_\_ Address \_\_\_\_\_

Name and Phone # for scheduling an inspection \* \_\_\_\_\_ # \_\_\_\_\_

Closing Date \* \_\_\_\_\_ (allow 14 days for an inspection prior to closing) Selling Price \$ \_\_\_\_\_

Buyer's Name: \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

\*The Fire Marshal will call you to arrange for an inspection date and time. Inspections are conducted Tuesday, Wednesday and Thursday between 830 am and 12 noon.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### **“Verify the Following Requirements Prior to Inspection”**

- A minimum of 1 battery powered, or A/C interconnected **smoke detector** correctly installed on each level of the dwelling, including basements, excluding attic and crawl spaces.
- A minimum of 1 **smoke detector** located within 10' of the exterior of the bedroom doors.
- A minimum of 1 battery powered, A/C plug-in or interconnected system **carbon monoxide detector** located in the hallway within 10' of the bedroom doors.
- A 5 pound capacity **2A:10B:C** rated **fire extinguisher** with a current inspection tag (within the prior 12 months), hung on a wall bracket within 10' of the kitchen. (**3A:10B:C** and **3A:40B:C** ratings also acceptable)

Note: All smoke and carbon monoxide detectors must be maintained in full working order for the life of the building and be UL217/2034 listed and installed according to NFPA 74/720 and the manufacturer's requirements.

Robert A. Ludwig  
Fire Official/Marshal  
Borough of Montvale  
201-391 5700 ext. 258  
[rludwig@montvaleboro.org](mailto:rludwig@montvaleboro.org)

\* \_\_\_\_\_

Scheduled Appointment Date

### **Official use only**

Date Application received \_\_\_\_\_ Cash \$ \_\_\_\_\_ or Check \$ \_\_\_\_\_ Check # \_\_\_\_\_

Approval Signature \_\_\_\_\_

Date Passed Inspection \_\_\_\_\_

Certificate # \_\_\_\_\_ (12-15-15 version)