



# City of Northfield

## Office of Housing / Zoning

1600 Shore Road – Northfield - New Jersey - 08225 (609)641-2832 Ext. 140

### APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR RENTAL PROPERTY

Block \_\_\_\_\_ Lot \_\_\_\_\_ Anticipated Move-In Date \_\_\_\_\_

Address of Property \_\_\_\_\_

Name Owner \_\_\_\_\_

Owner's Address \_\_\_\_\_

Phone with Area Code \_\_\_\_\_ Fax or email \_\_\_\_\_

Year Dwelling was Built \_\_\_\_\_

Circle One: Vacant or Occupied

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**Smoke Detectors and Carbon Monoxide Alarms are Required to be in good working condition (See attachment for locations). Heating Certification is Required for all oil and gas fired heating units. Heating Certificates will only be accepted from NJ Licensed Plumbers or HVAC Contractors. A list of what will be inspected is also attached.**

§ 275-4 Inspections; fee. Each rental unit, apartment and/or dwelling unit required to be registered hereunder shall be inspected every two years or before occupancy of a new tenant. Additional \$65.00 fee for each new inspection applies. Re-inspections due to violations are \$25.00 (§ 128-3).

- **Non-refundable fee of \$65.00 must accompany this application - Checks should be made payable to the City of Northfield**
- **A Tenant Registration form is also required.**

*Inspections are made within ten (10) business days of Application. If occupancy (or settlement) date is five (5) days or less from the date of Application, there is no guarantee that we will be able to perform the inspection prior to the desired date. An additional \$10 fee may apply.*

Fee Remitted \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_ Collected By \_\_\_\_\_

Inspection Date \_\_\_\_\_ Inspector \_\_\_\_\_

#	LOCATION	VIOLATIONS	UNABATED	ABATED
1				
2				
3				
4				
5				
6				

Based on a general inspection of the visible parts of this building, there is no imminent hazard and the building is approved for continued occupancy.

Signature of Inspector \_\_\_\_\_

Date Approved \_\_\_\_\_

## Preparing for a Rental Inspection

The following is a list of code requirements that will be checked during your inspection. This list includes the most common code violations and is may be based on the Chapters 128 and 275 of the City of Northfield legislative code, or the International Property Maintenance Code. The PM number after any item cites the 2018 International Property Maintenance Code. Also, see pages to follow for requirements for smoke detectors, carbon monoxide detectors, and fire extinguishers.

### **SHORT TERM RENTALS – 30 DAYS OR LESS – ARE PROHIBITED IN THE CITY OF NORTHFIELD**

**Sidewalks and Driveways (PM 302.3):** All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

**Weeds (PM 302.4):** All premises and exterior property shall be maintained free from weeds or plant growth in excess. All noxious weeds shall be prohibited.

**Accessory Structures (PM 302.7):** All accessory structures, included detached garages, fences and walls, shall be maintained structurally sound and in good repair.

**Swimming Pools (PM 303.1):** Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.

**Swimming Pool Enclosures (PM 303.2):** Private swimming pools, hot tubs and spas, containing water more than 24 inches in depth shall be completely surrounded by a fence or barrier at least 48 inches in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching.

**Protective Treatment (PM 304.2):** All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment.

**Premises Identification (PM 304.3):** Building shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property.

**Roofs and drainage (PM 304.7):** The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drain-age shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gut-ters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

**Openable windows (PM 304.13.2):** Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

**General (PM 305.1):** The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.

**Accumulation of rubbish or garbage (PM 308.1):** Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

Habitable spaces (PM 403.1): Every habitable space shall have not less than one openable window.

Bathrooms (PM 403.2): Every bathroom and toilet room shall comply with the ventilation requirements, except that a window shall not be required in such spaces equipped with a mechanical ventilation system. Air exhausted by a mechanical ventilation system from a bathroom or toilet room shall discharge to the outdoors and shall not be recirculated.

Residential occupancies (PM 602.2): Dwellings shall be provided with heating facilities

Receptacles (PM 605.2): Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets. Every laundry area shall contain not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall contain not less than one receptacle. All receptacle outlets shall have an appropriate faceplate cover.

All receptacles within 4 feet of water must have a ground fault circuit interrupter (if remodel) or grounded if old.

All appliances must be operable.

Any fence, deck, shed, above or in ground pool, etc. which may have been previously installed or constructed on the property without Zoning or Construction permits will cause a delay in issuing a certificate of occupancy until the violations are corrected or abated.

No rental unit, apartment and/or dwelling unit shall be issued a certificate of occupancy unless all municipal taxes, sewerage and other municipal assessments are paid on a current basis.

## BASIC SMOKE DETECTOR REQUIREMENTS

At the time of change of occupancy by way of sale, lease or rent of a residential dwelling, the smoke detectors shall remain in compliance from the time when the house or building was built and/or any renovations and/or additions were permitted. Use the following requirements listed by year built for proper code compliance for inspections.

### **\*\*14.4.7 Replacement of Smoke Alarms in One- and Two-Family Dwellings. NFPA 72-13**

14.4.7.1 Unless otherwise recommended by the manufacturer's published instructions, single- and multiple-station smoke alarms installed in one- and two-family dwellings shall be replaced when they fail to respond to operability tests but shall not remain in service longer than 10 years from the date of manufacture. (SIG-HOU)

14.4.7.2 \* Combination smoke/carbon monoxide alarms shall be replaced when the end-of-life signal activates or 10 years from the date of manufacture, whichever comes first. (SIG-HOU)

\*\*\*8.7.2 Alarms shall be replaced when either the end-of-life signal is activated or the manufacturer's replacement date is reached. Alarms shall also be replaced when they fail to respond to operability tests. NFPA 720-15

**Homes built prior to January 1977:** Battery operated smoke detector on each level including the basement. Where there are bedrooms, the detector shall be installed within 10 feet of all bedroom doors. **Ten-year sealed battery-powered single station smoke alarms shall be installed where no smoke alarms or detection devices exist or when replacing similar battery-powered single station smoke alarms. However, A/C-powered single or multiple-station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery-powered smoke alarms.**

**Homes built from January 1977 to September 1978:** Smoke detectors must be A/C powered (120 volt hardwired) on sleeping levels. Battery operated smoke detectors on all other levels. Where there are bedrooms, the detector shall be within 10 feet of all bedroom doors.

**Homes built from October 1978 to January 1983:** Smoke detectors must be A/C powered (120 volt hardwired) on sleeping levels and the basement. Where there are bedrooms, the detector shall be within 10 feet of all bedroom doors. Battery operated smoke detectors on all other levels.

**Homes built from February 1983 to July 1984:** Smoke detectors must be A/C powered (120 volt hardwired) on all levels including the basement. Where there are bedrooms, the detector shall be within 10 feet of all bedroom doors.

**Homes built from August 1984 to February 1991:** Smoke detectors must be A/C powered (120 volt hardwired) one on each level including the basement, interconnected\*. Where there are bedrooms, the detector shall be within 10 feet of all bedroom doors.

**Homes built from March 1991 to the Present:** Smoke detectors must be A/C powered (120 volt hardwired) with battery back-up. There shall be one on each level including the basement and inside each bedroom. Where there are bedrooms, the detector shall be within 10 feet of all bedroom doors. Detectors shall be interconnected\*.

**\*(interconnected: The activation of one detector sends a signal to activate all of the detectors in the same residence or dwelling unit)**

Where there is a supervised or monitored system installed where the age of the house or building is built 1977 to the present, the system shall be maintained during change of occupancy. If this system can not be maintained, a new 120 volt hardwired (and battery back up, if required) smoke detectors shall be installed based on the minimum construction codes in effect at the time of first occupancy. If there is a central or separate alarm notification appliance it shall be heard on all floors of the residence including the bedrooms when the door(s) is (are) closed and the basement.

## BASIC CARBON MONOXIDE DETECTOR REQUIREMENTS

CO Detectors are required to be installed and/or mounted in the hallway or adjacent to the sleeping areas and bedrooms within 10 feet of the bedroom doors as per the manufacture specifications, installation instructions and N.F.P.A 720. These documents shall be presented to the inspector at the time of inspection to receive a Valid Certificate of Compliance. Battery operated CO Detectors are acceptable. Bedrooms containing fuel burning appliances are also required to have a CO alarm installed in the bedroom per NJ International Residential Code



## "ABC" TYPE PORTABLE FIRE EXTINGUISHER REQUIREMENTS

At least one portable fire extinguisher shall be installed in all one and two family dwellings upon change of occupancy. For the purposes of this code, "portable fire extinguisher" – shall mean an operable portable device, carried, and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire, and which is installed in accordance with the following:

1. The extinguisher shall be within 10 feet of the kitchen and located in the path of egress;
2. The extinguisher shall be readily accessible and not obstructed from view;
3. The extinguisher shall be mounted using the manufacturer's hanging bracket so the operating instructions are clearly visible;
4. The extinguisher shall be an approved listed and labeled type with a minimum rating of 2A-10B:C and no more than 10 pounds;
5. The owner's manual or written operation instructions shall be provided during the inspection and left for the new occupant;
6. The extinguisher shall be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or the seller must have a receipt for a recently purchased extinguisher; and
7. The top of the extinguisher shall not be more than five feet above the floor.

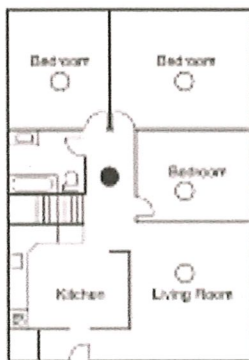
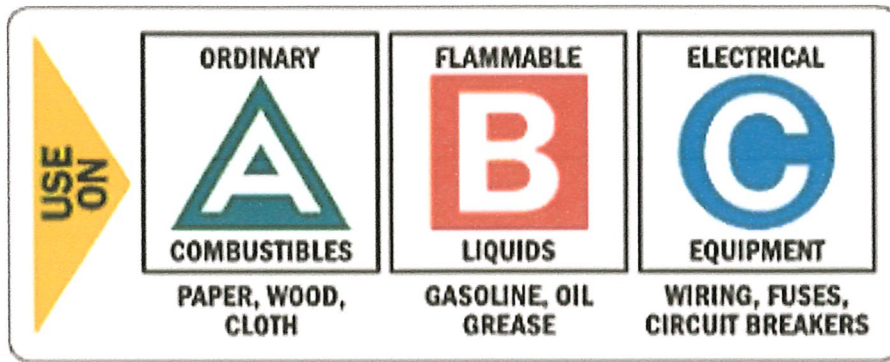


Figure 1

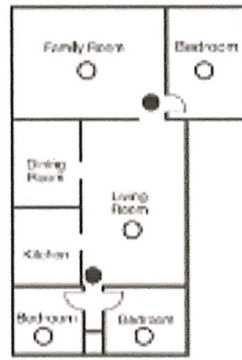


Figure 2

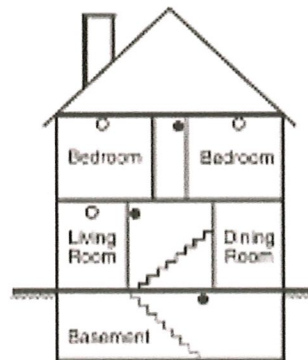
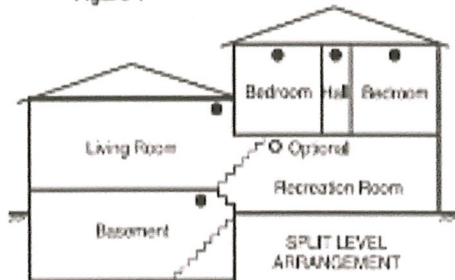


Figure 3



- Smoke detectors for better protection  
● Smoke detectors for minimum protection
- Figure 3a

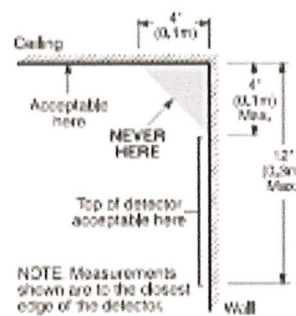


Figure 4



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### RENTAL PROPERTY LANDLORD REGISTRATION (NJSA 46:8-26 et seq.)

Block \_\_\_\_\_ Lot \_\_\_\_\_ Registration Number \_\_\_\_\_

Name of Owner \_\_\_\_\_ Phone with Area Code \_\_\_\_\_

Address \_\_\_\_\_

**Rental Property Address** \_\_\_\_\_

Unit Number (if multiple units) \_\_\_\_\_ Number of bedrooms \_\_\_\_\_

Ownership (check one): Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

If the owner is not within the City of Northfield, complete the following:

Name of a person who lives in Atlantic County who is authorized by the owner to act on behalf of the Owner:

Name: \_\_\_\_\_ Phone with Area Code \_\_\_\_\_

Address \_\_\_\_\_

In the case of a Partnership, please provide names and addresses of all general partners. In the case of a corporation, please provide the name and the address of the registered agent and corporate officers of said corporation. (A separate piece of paper may be used if needed);

Name All General Partners/Corporate Officers/Registered Agent: \_\_\_\_\_

Address \_\_\_\_\_

Additional Partner/Officer/Agent: \_\_\_\_\_

Address \_\_\_\_\_

Please provide the name, address and phone number of the superintendent, janitor, custodian or other individual employed by the owner or agent to provide regular maintenance service, if any:

Name: \_\_\_\_\_ Phone with Area Code \_\_\_\_\_

Address \_\_\_\_\_

Please provide the name, address and phone number of an Emergency Contact person:

Name: \_\_\_\_\_ Phone with Area Code \_\_\_\_\_

Address \_\_\_\_\_

Please provide the name and address of every holder of a recorded mortgage on the premises:

Name: \_\_\_\_\_

Address \_\_\_\_\_

If fuel oil is used to heat the building and the landlord furnishes the heat in the building, provide the name and address of the fuel oil dealer servicing the building and the grade of fuel use:

Name: \_\_\_\_\_

Address \_\_\_\_\_

§ 275-3 Registration fee. The owner shall pay at the time of registration a fee of \$65. An annual registration fee, due January of each subsequent year, shall be \$65. If full payment is not received by March 1 of any year, a late fee of \$25 shall be assessed.

*If you previously filed this form between January and December of the current year, it is not necessary to refile until January of the subsequent year.*

§ 275-4 Inspections; fee. Each rental unit, apartment and/or dwelling unit required to be registered hereunder shall be inspected every two years or before occupancy of a new tenant. Additional \$65.00 fee for each new inspection applies. Re-inspections due to violations are \$25.00 (§ 128-3).

Fee Remitted \$ \_\_\_\_\_ Cash or Check # \_\_\_\_\_ Collected By \_\_\_\_\_

Zoning Office: \_\_\_\_\_ Date \_\_\_\_\_



# *City of Northfield*

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### TENANT REGISTRATION

Block \_\_\_\_\_ Lot \_\_\_\_\_

Address Of Property \_\_\_\_\_

Name Owner \_\_\_\_\_ Phone With Area Code \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

Unit Number (if multiple units) \_\_\_\_\_

Number of bedrooms \_\_\_\_\_ Maximum Unit Occupancy \_\_\_\_\_

Total number of occupants authorized for habitation in unit \_\_\_\_\_

Number of adults (18 and above) \_\_\_\_\_ Number of children (17 and under) \_\_\_\_\_

This form must be submitted with the Application for a Certificate of Occupancy For Rental Property.

§ 275-4 Inspections; fee. Each rental unit, apartment and/or dwelling unit required to be registered hereunder shall be inspected every two years or before occupancy of a new tenant. Additional \$65.00 fee for each new inspection applies. Re-inspections due to violations are \$25.00 (§ 128-3).

Do not write below this line:

-----  
Zoning Office: \_\_\_\_\_

Date \_\_\_\_\_

Registration Number \_\_\_\_\_