

Are you selling a home in Bernards Township?

When you are selling your home in Bernards Township you must obtain the following:

1. An inspection and Certification of Smoke & Carbon Monoxide Detectors and Fire Extinguisher from the Bureau of Fire Prevention.
2. A Construction Records Clearance from the Code Enforcement Division.

Information regarding these documents is included in this guideline.

Both the Bureau of Fire Prevention and Code Enforcement offices are located at 277 South Maple Avenue, Basking Ridge, NJ.

You must schedule the inspection with the Bureau of Fire Prevention in person.

The Construction Records Clearance may be applied for through the mail or in person. Incomplete applications will be returned.

Please read and follow the instructions clearly to expedite your application process.



TOWNSHIP OF BERNARDS

FIRE PREVENTION BUREAU

277 SOUTH MAPLE AVENUE

BASKING RIDGE, NJ 07920-1441

(908) 204-2511 Office (908) 204-3089 Fax

Application: Certificate of Smoke Alarm, Carbon Monoxide Alarm, and Portable Fire Extinguisher Compliance

Dwelling Location:
 Street Address: _____
 Block: _____ Lot: _____
 Type: Sale _____ Rental _____ Closing/Change of Occupancy Date: _____

Owner Information:
 Owner Name: _____
 Owner Address:(street) _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Email: _____

Applicant Information: _____(check if same as owner)
 Applicant Name: _____
 Applicant Address:(street) _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Email: _____

APPOINTMENT HOURS: Monday: 9:30-12:30 - Tuesday, Wednesday & Thursday: 9:30-1:30

FEE SCHEDULE

- \$50.00-Requests received 11 or more days from closing/change of occupancy.
- \$100.00-Requests received between 10 and 5 days from closing/change of occupancy.
- \$150.00-Requests received 4 days or less from closing/change of occupancy.

**Cash or check made payable to Bernards Township
Failed or missed inspections will be charged the same fee for a Re-inspection**

Approved certificate is valid for 6 months and needs to be renewed with any change of occupancy.

Applicant Signature:

X _____ **Date:** _____

Please sign above as the "Applicant" if signifying a completed CSACMAPFEC application.

N.J.A.C. 5:70-2.3 CSACMAPFEC – Before any one- and two-family or attached single family structure is sold, leased, or otherwise made subject to a change of occupancy for residential purposes, the owner shall obtain a certificate or smoke alarm, carbon monoxide alarm, and portable fire extinguisher compliance CSACMAPFEC, evidencing compliance with N.J.A.C. 5:70-4.19, from [Bernards Township Fire Preventon].



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FIRE PREVENTION BUREAU

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BASKING RIDGE, NJ 07920-1441
(908) 204-2511 Office (908) 204-3089 Fax

Certificate of Smoke Alarm, Carbon Monoxide Alarm, and Portable Fire Extinguisher Compliance Pre Check List

As required by N.J.A.C. 5:70 – 2.3

Smoke Alarm Requirements

All smoke alarms shall not be older than 10 years from the date of manufacture

Built prior to 1977

One ten-year sealed battery-powered smoke alarm is required on each level including the basement _____

Built from January 1, 1977 – February 21, 1983

Electric smoke alarms system required on the sleeping level and in the basement.

On levels without the electric smoke alarm system, a ten-year sealed battery-powered smoke alarm shall be installed. _____

Built from February 22, 1983 – April 30, 1993

Interconnected electric smoke alarms with battery backup should be located on every level of the dwelling including the basement. _____

Built from May 1, 1993 – Present

Interconnected electric smoke alarms with battery backup should be located on every level of the dwelling including the basement, sleeping areas, and in every bedroom. _____

Notes:

Smoke alarms in the basement must be located on the ceiling at the bottom of the basement stairs _____

Carbon Monoxide Alarm Requirements

A carbon monoxide alarm shall be located within 10 feet of every bedroom _____

The carbon monoxide alarms shall not be older than the manufacturer's recommended replacement date _____

Portable Fire Extinguisher Requirements

The extinguisher shall be new within the past 12 months with receipt (OR) The seller shall have the extinguisher serviced by a certified Division of Fire Safety extinguisher contractor

The extinguisher must be a minimum of 2A-10:BC rated extinguisher and not larger than 10 pounds _____

The extinguisher must be mounted with the manufacturer's hanging bracket so the instructions are clearly visible _____

The extinguisher must be mounted within 10 feet of the kitchen and located in the exit path of the kitchen _____

The top of the extinguisher shall not be more than five feet above the floor and the bottom at least 4½ inches above the floor _____

The extinguisher shall be readily accessible and not obstructed from view – cannot be located behind closed doors or cabinets _____



Bernards Township Code Enforcement

Construction Records Clearance Application – Residential

Seller Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone (____) _____ Is this phone# Listed [] or Unlisted []

Property Address _____

Block _____ Lot _____ Qualification Code _____

[] Single Family [] Two Family [] Condominium [] 3+ Family
 Approx Year Built _____

*Please answer the following questions; if the pool is a community pool then the answer is **NO** for pool & pool fence.*

Address Displayed on Building	Yes	or	No
Swimming Pool onsite	Yes	or	No
Pool Fence on Property	Yes	or	No
Finished Basement	Yes	or	No
2 nd Kitchen	Yes	or	No

(ie: basement, pool house, etc)

Contact Person (Agent): _____ Phone# _____

Address: _____

_____ Email: _____

Closing Date _____ (required)

I hereby certify that I am the agent/owner of record and am authorized to make this application

 Signature Date

DO NOT WRITE BELOW THIS LINE

Open Permits Yes or No If Yes, Permit #'s _____

Open Zoning Yes or No If Yes, Date Sent to Zoning _____

Certificate of Occupancy/Approvals Issued Yes or No Certificate# _____

Zoning Approval Yes or No Date _____ Cash or Check# _____

Certificate to be [] Mailed or [] Called or [] Emailed Date Submitted ____/____/____
 [] Owner or [] Agent (Contact Person)

Please mail or submit completed application w/ Payment to:

Bernards Township Code Enforcement, 277 S. Maple Ave., Basking Ridge, NJ 07920 ATTN: CRC Certificate

APPLICATION FEE:

- [] **\$40.00** Requests received more than 10 calendar days from change of occupancy/closing.
- [] **\$75.00** Requests received within 10 calendar days of change of occupancy/closing.
- [] **\$125.00** Requests received within 4 calendar days of change of occupancy/closing.

SECTION 12-2 Construction Records Clearance Required (CRC)

§ 12-2.1. When Required

No building or structure shall be occupied in whole or in part prior to the issuance of a certificate of construction records clearance (CRC). A CRC shall be required prior to the sale of any residential or commercial structure and prior to the rental of any tenant space in a commercial structure within the Township.

Exceptions:

The following transactions are exempt from obtaining a CRC as long as no change in physical occupancy occurs.

1. Transfer of title to correct a previously recorded deed.
2. Title eligible to be recorded as an ancient deed pursuant to N.J.S.A. 46:16-7.
3. Transfer of title between husband and wife, whether or not relating to divorce, or between former spouses if the transfer is incident to an order or judgment from any court of competent jurisdiction.
4. Transfer of title relating to new construction for which a certificate of occupancy is required.
5. Transfer of title by or to an executor, administrator or court order which affects a distribution of a descendant's estate in accordance with the provisions of the descendant's will or the interstate laws of the state.
6. Transfer of title due to refinancing, home equity loans, second mortgages.
7. Transfer of title by or to a receiver, trustee in bankruptcy or liquidation, or assignee for the benefit of creditors.
8. Residential rentals.

§ 12-2.2. Responsibility

No owner shall permit the sale of a residential or commercial premises or rental of commercial premises covered under this section unless the requisite CRC has been issued. No purchaser or tenant shall occupy any premises covered under this section until the requisite CRC has been issued. Owners, tenants and occupants shall be jointly and separately responsible for failure to obtain the requisite CRC required hereunder. The owner or his authorized agent shall submit a written application and payment of fees at least 10 calendar days prior to the change of ownership and/or occupancy on the form provided by the Township.

§ 12-2.3. Preoccupancy records inspection

Prior to the issuance of any such certificate for any transaction, the enforcing agency shall conduct a records inspection to ensure that there are no open construction permits or zoning permits on subject premises. Should there be open permits on subject premises, all final inspections and prior approvals shall be obtained and appropriate Uniform Construction Code certificates and zoning certificates shall be issued prior to issuance of the CRC.

§ 12-2.4. Fees

The applicant shall submit with the application fees for the CRC as follows to cover the administrative cost

- CRC: **\$40.00** Requests received more than 10 calendar days from change of occupancy/closing.
- \$75.00** Requests received within 10 calendar days of change of occupancy/closing.
- \$125.00** Requests received within 4 calendar days of change of occupancy/closing.

§ 12-2.5. Violations and Penalties

Any person, firm or corporation violating any provisions of this section shall, upon conviction, be punishable by a fine not exceeding \$1,000, imprisonment for a period not exceeding 90 days and/or a period of community service not exceeding 90 days.

The issuance of a CRC shall not preclude the imposition of penalties upon subsequent discovery of violations.

**Certificates are valid for 6 Months from the date of issue unless a change in occupancy has occurred, and must be renewed for each occupancy change.