



# DUMONT BUILDING DEPARTMENT

50 Washington Avenue, Dumont, NJ 07628  
Telephone: (201) 387-5034 Fax: (201) 387-5063

## CERTIFICATE OF CONTINUED OCCUPANCY

Application for Inspection

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

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

Contact Number: \_\_\_\_\_

1. Name of Seller/Owner: \_\_\_\_\_

2. Current Address of Seller/Owner \_\_\_\_\_

3. Name of Buyer: \_\_\_\_\_

4. Buyer Telephone: \_\_\_\_\_

5. Current Address of Buyer: \_\_\_\_\_

6. Property Location: \_\_\_\_\_

7. Closing Date: \_\_\_\_\_

8. Is your alarm system monitored?  Yes  No

\_\_\_\_\_  
**Signature of seller or power of attorney:**

\*\*\*\*\*

**Each Inspection Requires Separate Checks in the amount indicated below. (One for Building One for Fire)**

1.  Family Residential Inspection - \$75.00 – Payable to the Borough of Dumont

2.  Two Family Residential Inspection - \$85.00 – Payable to the Borough of Dumont

3.  Rental Property Inspection - \$75.00 – Payable to the Borough of Dumont

4.  Commercial Property Inspection - \$100.00 – Payable to the Borough of Dumont

5.  Smoke/Carbon Monoxide/Fire Extinguisher Inspection - \$50.00 – Payable to the Dumont Fire Prevention

**Additional \$25.00 Fee if CCO inspection is scheduled 4 days but less than 10 days from date paperwork submitted.**

**Additional \$100.00 Fee if CCO inspection scheduled less than 4 days from date paperwork submitted.**

# AGREEMENT OF USE REGARDING BASEMENT/ATTIC

DATE: \_\_\_\_\_

BLOCK: \_\_\_\_\_ Lot: \_\_\_\_\_ Property Address: \_\_\_\_\_

## Proposed Buyer:

The above referenced property is receiving a Certificate of Continued Occupancy as a  Single  Two Family dwelling in accordance with the stipulation below:

The basement/attic area of the premise may **NOT** be used for exclusive dwelling unit. The basement/attic may only be used by the occupants of the first first/second floor apartment in conjunction with their tenancy. The basement/attic may **NOT** contain any sleeping areas or bedrooms. No cooking facilities may be installed in the basement/attic portion of the premises.

\_\_\_\_\_  
*Signature of New Owner:*

\_\_\_\_\_  
*Signature of New Owner:*

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

### NOTARY STAMP AND INFORMATION TO BE COMPLETED BELOW

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing document was acknowledge before me this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_ by \_\_\_\_\_ who personally appeared who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within document and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the document the person(s), or the entity upon behalf of which the person(s) acted, executed the document.

\_\_\_\_\_  
*Signature of Notary:*

\_\_\_\_\_  
*Notary Stamp/Seal*

## APPLYING FOR A CERTIFICATE OF CONTINUED OCCUPANCY (CCO)

In order to obtain a CCO for resale or rental, the seller or the seller's agent must complete the CCO form for building and fire inspections.

Please fill out the form **COMPLETELY**, leaving nothing blank. If you have any questions about the forms, please contact the office.

All forms must be printed **legibly**, any spelling errors or misunderstandings on the form will reflect on the certificate which would delay the closing.

**It is strongly advised** that you check for open permits on the property **BEFORE** applying for the CCO inspections. All open permits must be closed prior to the sale. You make check for open permits by accessing the Borough of Dumont website ([dumontnj.gov](http://dumontnj.gov)) and clicking on the **SDL Portal Logo**. Instructions on registering for the SDL Portal can be located under the Building Department Documents (**SDL Portal Dumont - Getting Started Guide**).

**CCO inspections are performed Tuesday and Thursday's between 8:00am and 10:00am.**

Please notice in the instructions that the fee for the inspections is based on the requested date. Therefore, if you bring in the completed forms to the Building Department on a Monday and you would like the inspection to take place that Thursday, you will be paying more than if you were to schedule the inspection for the next week.

Inspections will be scheduled for the above timeframes only; no specific time can be requested. **NO EXCEPTIONS.** The inspector will not call before they come and they will not let themselves in through an unlocked door. Someone over the age of 18 *needs* to be at the residence until the inspectors have completed their inspections. Failure to allow entry for an inspector will result in a re-inspection which will carry at \$150.00 fee and will push back the closing date.

**PLEASE READ THE INSTRUCTIONS COMPETLEY PRIOR TO THE INSPECTORS ARRIVAL.** A failure on any point of building or fire will result in a re-inspection which will carry a \$150.00 fee and will push back the closing date.

Once an inspection passes, the certificate will be ready to be handed to you the same day of inspection. Both inspections must pass before you receive your certificate.

# INSPECTION REQUIREMENTS

The **Construction Official** shall issue a certificate of occupancy for a residential dwelling if, upon inspection, established that:

- a) There are **no visible safety problems**, such as missing hand/guard rails, smoke detectors, or visible safety defects.
- b) There has been **no illegal work performed without permits** and inspections
- c) **No illegal conversions have been made**, i.e., one family to two family or two-family to three-family homes, etc.

The purpose of this change is to ensure that there are no violations of either the zoning or building codes; specifically, to check to see that no illegal conversions of a single-family home to two-family homes and to check for safety violations.

The building inspector will inspect the home for compliance in the three points mentioned above as well as:

- All switch covers
- No open-ended electrical wires not terminated in an electrical box
- Anti-tip is installed on the stove
- The sump pump **CAN NOT BE** connected to the sewer
- Handrails/Guardrails are installed on basement stairs
- Gate and pool fences meet the code – self closing gates, minimum 4’ high fence
- Backflow preventer properly installed on law sprinkler system
- Broken or hazardous sidewalks or front stairs
- Open penetrations in the garage ceiling with living space above
- **Work done without permits** (please note that if the hot water heater or furnace does not have an inspection approval sticker, it is likely no permit was taken out for this device)

## **SMOKE ALARMS**

- Interconnected smoke alarms **MUST BE** maintained.
- Alarms shall be on every level, including the basement. Levels that have bedrooms, alarms shall be within 10 feet of the bedrooms.
- The alarms should be mounted on the ceiling, but if it has to be mounted on a wall, it must be 4 inches minimum and 12 inches maximum from the ceiling. They must also be 4 inches from any corner, and a minimum of 3 feet from any air registers.
- Smoke alarms, including hard wired, **MUST BE 10-year battery type**
- Please be sure to refer to the manufacturer’s instruction.

## **CARBON MONOXIDE ALARMS (CO)**

- On each level that has sleeping areas, and installed in the vicinity of the bedrooms.
- A CO alarm is required in the attic if there is a fuel burning appliance.
- We recommend an additional CO alarm in the vicinity of any fuel burning appliance. They can be mounted on ceilings or walls with no height restrictions.
- CO alarms must be under **5 years old**.
- Please be sure to refer to the manufacturer’s instructions.

# INSPECTION REQUIREMENTS CONTINUED

## FIRE EXTINGUISHERS

- A portable fire extinguisher shall be installed in all one- and two-family dwellings upon a sale of change of tenancy.
- Extinguisher size shall be up to 5 lb. **2A:10B:C** rating and no bigger than a 10 lb. 4A:60B:C rating.
- The extinguisher shall be charged, operable and mounted in plain view, within 10 ft. of the kitchen and not mounted behind doors, blocked by furniture or in a cabinet.
- Fire extinguishers shall be installed so that the operating instructions face outward.
- The top of the fire extinguisher should not be more than 5 ft. off the floor and the bottom of the extinguisher should be at least 4 inches off the floor.

## FAQ

- The numeric address of the houses must be clearly visible from the street and may not be obstructed by any truss, plants or decorations.
- All staircases with 4 or more risers shall have a grasp able railing for the length of the staircase and railings must be secure and in good condition.
- All components of an illegal second/third bonus apartment or extended family living unit installed without a properly issued permit shall be removed prior to the inspection
- No key operated locks, deadbolts, padlocks or hasps are permitted on any doors. Leading to or connecting one interior room with another. Doors leading directly to the exterior or to an attached garage may be equipped with locks or deadbolts.
- If you have a **fire alarm system**, you will be required to know how to operate it. The alarm must be placed on “test” through the alarm company before it can be tested. You must know alarm codes and how to silence and reset the alarm. If the system is no longer being monitored, the alarm must still “sound” and you will still need to know the codes to silence and reset.
- If **electric or hard-wired** interconnected alarms need to be replaced due to age, they shall be replaced with hard-wired alarms. Battery alarms are **not** acceptable replacements for wired alarms.
- Do not mount alarms in kitchen it often results in alarms due to cooking.