



**FORT LEE FIRE PREVENTION
Borough of Fort Lee**

1365 Inwood Terrace
Fort Lee, NJ 07024
Phone: 201-592-3500 Ext. 1502
Fax: 201-585-1563

STEVEN JAMES CURRY
Fire Official/Fire Sub-code, Ext. 1018
JOSEPH CARIDDI
Deputy Fire Official, Ext. 1019



Application for a SALE Certificate of Compliance (COC)

Borough Ordinance 182-1 & N.J.A.C. 5:70-2.3

(As of 5/20/25)

DATE: _____

PROPERTY ADDRESS: _____ APT/UNIT NO.: _____

BLOCK: _____ LOT: _____ YEAR BUILT: _____ OWNER OCCUPIED: YES _____ NO _____

Check one: 1 Family: _____ 2 Family: _____ 3 Family: _____ 4+ Family: _____ Condo: _____
Duplex: _____ Co-op: _____ Townhouse: _____ Commercial: _____ Residential/Commercial: _____

PROPERTY OWNER: _____

PROPERTY OWNER'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ TELEPHONE: _____

BUYER'S NAME: _____ BUYER'S TELEPHONE: _____

BUYER'S CURRENT ADDRESS: _____

The following is ONLY to be filled out if a previously COCed tenant is staying on through the sale. If a new tenant is moving in, you must fill out a new COC application:

RENTER'S NAME: _____ TELEPHONE: _____

CONTACT FOR INSPECTION: NAME _____ PHONE: _____

REQUIREMENTS:

- 1) We accept credit cards (fee applies) and checks (payable to the Borough of Fort Lee) for \$100. Inspections that fail are subject to additional fees.
- 2) Include the name and telephone number of the contact person responsible for meeting the inspector. The inspector will NOT call before arriving and exact arrival times will not be given out.
- 3) All pages of information on the application shall be read and filled out completely.
- 4) All requirements on the COC Affidavit pertaining to the unit/building being inspected shall be complied with.
- 5) No one is permitted to occupy the premises prior to approval from the Fire Prevention Bureau.
- 6) You are required to register with the Rent Leveling Board within 60 days of tenancy start (*Borough Ordinance 324-14*).
- 7) A COC will only be issued once all open building permits are closed; and all taxes, penalties and fees due to the Borough are paid.
- 8) REALTORS/BUYERS: Please advise buyers that a COC must be applied for before a property is rented out and before the tenant moves in. Additionally, owners will be billed an annual \$100 registration fee for non-owner occupied units. (*Borough Ordinance 216-72*). Owners who occupy a unit in their 2 family homes are exempt from the annual fee.

I have read the requirements for obtaining a Certificate of Compliance and fully understand and agree to comply with the requirements.

Printed Name of Property Owner

Property Owner's Telephone Number

Signature of Property Owner

Property Owner's E-Mail Address

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FOR OFFICE USE ONLY: CERTIFICATE # _____ CHECK #: _____ CC: _____
INSPECTION DATE SCHEDULED: _____ TIME: _____



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Smoke/Carbon Dioxide (CO) Detectors / Fire Door / Fire Extinguisher Requirements

1.) SMOKE DETECTORS SHALL BE LOCATED:

- ***If constructed prior to 1977*** - on each level of dwelling and within 10 feet of sleeping areas. Detectors may be battery powered provided they utilize a 10-year sealed battery.
- ***If constructed between 1977 and 1983*** - 110V Smoke Detector in the basement, and within 10 feet of all sleeping rooms. No interconnection or battery back-up required; however, battery backup is **strongly recommended**. Battery operated smoke detection is required on all other levels and shall utilize only 10-year sealed battery detectors.
- ***If constructed between 1984 and 1989*** - 110V Smoke Detector on each level of dwelling, and within 10 feet of all sleeping rooms. All smoke detectors shall be interconnected. Battery back-up is not required but is **strongly recommended**.
- ***If constructed between 1990 and 1992*** - 110V Smoke Detector with battery back-up located on each level of the structure, inside of each sleeping room, and within 10 feet outside of sleeping rooms. All smoke detectors shall be interconnected. Battery back-up is required unless the building is fully sprinklered. Nevertheless, battery back-up is **strongly recommended**.
- ***If constructed between 1993 and 1999*** - 110V Smoke Detectors with battery back-up located on each level of the structure, inside of each sleeping room, and within 10 feet outside of sleeping rooms. All smoke detectors are to be interconnected. Smoke detection is not required in bedrooms if building is fully sprinklered. Battery back-up is not required if building is fully sprinklered. Nevertheless, battery back-up is **strongly recommended**.
- ***If constructed between 2000 and present*** - 110V Smoke Detectors with battery back-up located on each level of the structure, inside all sleeping rooms, and within 10 feet outside of sleeping rooms. All smoke detectors are to be interconnected. **(Note: There are no battery back-up exemptions for a fully sprinklered building.)**

Notes:

1. All Smoke Detectors with a manufacture date greater than 10 years must be replaced.
Detector Date of Manufacture (located on back of detector): _____
2. All battery-operated smoke detectors shall be of the 10-year sealed battery type and ***MUST be UL-listed or ETL-Listed.***
3. Smoke Detectors shall be installed securely at the highest point of the ceiling or, for level ceilings, may be installed on a wall between 4 and 12 inches below the ceiling.
4. Smoke Detector operation shall be tested monthly. Backup batteries in 110V detectors shall be changed once a year to assure proper operation.

2) CARBON MONOXIDE DETECTORS SHALL BE LOCATED:

- Within 10 Feet of all sleeping areas;
- On every level of the dwelling;
- Immediately outside of any room containing a fuel-burning appliance;
- In close proximity to the entrance of an attached garage;

Notes:

1. All Carbon Monoxide Detectors with a manufacture date greater than 5 years shall be replaced unless manufacturer's literature allows for a longer period. In that case, submit the manufacturer's literature with this affidavit.

Detector Date of Manufacture (located on back of detector): _____

2. Carbon monoxide detection that is part of a combination smoke/carbon monoxide detector with a 10-year sealed battery is good for 10 years from date of manufacture.

3) APARTMENT ENTRY DOORS:

- All doors separating dwelling units from common hallways shall be self-closing and self-latching. Check operation by opening the door halfway and verifying that the door fully closes and latches on its own.
- Double-keyed cylinder deadbolt locks are prohibited on egress doors.

4) FIRE EXTINGUISHERS

- One & Two-Family Homes and Attached Single Family Dwellings - Not Required
- Multi-Unit Occupancies (e.g. High-Rise and Mid-Rise Apartments, Garden Apartments, etc.) – an approved, listed-type ABC fire extinguisher mounted no more than ten (10) feet from the kitchen with a minimum rating of 1A:10B:C; however, **not required** if the building provides common-area fire extinguishers within 75' feet of travel from the dwelling unit.



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Smoke/Carbon Monoxide (CO) Detectors / Fire Door / Fire Extinguisher Affidavit

BUILDING NAME (IF APPLICABLE): _____

ADDRESS: _____

APARTMENT NO (IF APPLICABLE): _____ **PHONE:** _____

Note: This form must be completed by the OWNER or BUILDING MANAGEMENT (in the case of multiple dwellings). Realtors are prohibited from filling out this form.

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As the liable party of the property, I have read and fully understand the requirements for obtaining a Certificate of Compliance (COC). The Smoke Detectors, Carbon Monoxide Detectors, Fire Doors and Fire Extinguishers are operational and installed as per code, as required for the type of property being applied for.

**Printed Name of Owner or Rental Management
Completing Affidavit**

Telephone Number

Signature

Date



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Dear New Property Owner;

The New Jersey Uniform Fire Safety Act (N.J.S.A.52:27d-192 et seq) places all non-owner occupied one- and two-family dwellings, under the jurisdiction of the Bureau of Fire Prevention, to enforce the provisions of the State Fire Code to provide a reasonable degree of safety from fire.

The act also provides for the municipality, by ordinance, to establish and collect an annual registration fee to be used to enforce this act (Borough Code 182-1).

You are hereby advised that if you plan on renting your property and not utilizing it as your full-time residence, you are required to register with the Fire Prevention Bureau. The office will then be in contact with you during the year to schedule an appointment for inspection.

Please sign at the bottom of this letter under the appropriate area and return with your Certificate of Compliance application to the Fire Prevention Bureau.

Failure to comply with this State Law will result in administrative penalties, collectable through the State Superior Court.

Best,

Steven J. Curry
Fire Official
SJC/kds

PROPERTY ADDRESS: _____

_____ One-Family Residence _____ Two-Family Residence

() I will be renting the property: _____ (signature)
Date: _____

() I will not be renting the property: _____ (signature)
Date: _____