



## Borough of Upper Saddle River Code Compliance Office

376 West Saddle River Road  
Upper Saddle River N.J.07458



James J. Dougherty  
**Director of Code Enforcement**  
*Construction Official*

This packet holds all the necessary information needed for a **Certificate of Resale or Rental Application** as required by the NJ State Code for Health, the Division of Fire Safety and local Borough ordinance Chapter 40, found in our Borough code book located on the website at [usrtoday.org](http://usrtoday.org)

The process is as follows:

- 1.) A completed application shall be dropped off to the building office with the proper checks attached as described within the packet
- 2.) The COMPLETED packet will be distributed from the building office to each department conducting the reviews / inspections
- 3.) The **Building Department**
  - a. Will review the address for any open permits, unpaid permits or violations and will notify the responsible party
  - b. The Zoning Official will contact the responsible party in order to conduct a site inspection
- 4.) The **Fire Prevention Bureau**
  - a. Will contact you directly for an inspection
- 5.) The **HEALTH** department
  - a. YOU MUST contact them directly for requirements

\*\*\*\*\*There will be **NO** exemptions or conditional certificates issued\*\*\*\*\*

**This process could take up to 30 days**

**PLEASE READ THE ENTIRE PACKET**

# **Certificate of Resale/Rental**

*\*\*\*Please complete the entire top section\*\*\**

**Make \$100.00 check payable to the  
BOROUGH  
of  
UPPER SADDLE RIVER**

**Questions?**

Contact our Office

**Gina DeMott**

**(201) 934-3966**

**[usrpermits@usrtoday.org](mailto:usrpermits@usrtoday.org)**



## Borough of Upper Saddle River Certificate of Resale/Rental



Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ CCO#: \_\_\_\_\_  
[ ] Single Family [ ] Multi Family [ ] Apartment

### SELLER/OWNER

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

### BUYER/RENTER

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

Will Buyer Occupy? [ ] YES [ ] NO

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

Contact information of person for time of inspection: \_\_\_\_\_

**\*\*Application Fee: \$100\*\***

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### Borough Use Only

BUILDING DEPARTMENT REVIEW [ ] DATE: \_\_\_\_\_ Signature: \_\_\_\_\_

FIRE PREVENTION APPROVAL [ ] DATE: \_\_\_\_\_ Signature: \_\_\_\_\_

BOARD OF HEALTH NOTIFIED [ ] DATE: \_\_\_\_\_ Signature: \_\_\_\_\_

PROPERTY MAINTENANCE/ ZONING [ ] DATE: \_\_\_\_\_ Signature: \_\_\_\_\_

**This visual inspection has found no apparent hazards or conditions that may affect the health, safety or welfare of the occupants. The buyer assumes the responsibility to conform to all regulations pertaining to this property. Additionally, any construction, demolition or alteration requires prior approval and permits regulated by the Uniform Construction Code and Local Borough Zoning Codes. This is a visual inspection. The Borough of Upper Saddle River is not responsible for hidden and unknown conditions at this location.**

**\*\*CERTIFICATE VALID FOR 6 MONTHS\*\***

**FIRE PREVENTION APPLICATION  
CERTIFICATE OF SMOKE DETECTOR  
/CARBON MONOXIDE  
ALARM COMPLIANT**

***\*\*\*Please complete ALL required information\*\*\****

**Fees:**

**\$70.00- *Regular Inspection***

**\$125.00- *Expedited Inspection***

**\$35.00- *Reinspection***

**Make check payable to the**

**BOROUGH**

**of**

**UPPER SADDLE RIVER**

**Questions?**

**Contact our Office**

**Gina De Mott**

**(201) 932-0350**

**[fpassistant@usrtoday.org](mailto:fpassistant@usrtoday.org)**



**Borough of Upper Saddle River**  
**Bureau of Fire Prevention**



**Application for One & Two- Family Dwelling**  
**Certificate of Smoke Detector/ Carbon Monoxide**  
**Alarm Compliance**

*(This office reserves the right to change the above due to operational needs)*

Date of Application: \_\_\_\_\_ Closing Date: \_\_\_\_\_

**Fee: \$70 or \$125 for EXPEDITED Reinspection Fee: \$35**

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

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

Phone # (person on site the day of inspection): \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

**CHECK ONE:** SALE \_\_\_\_\_ RENTAL \_\_\_\_\_

**CIRCLE ONE**

TYPE OF SMOKE DETECTORS: Battery Operated / Hardwired/ Central Station Monitored

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

Realtors Email: \_\_\_\_\_

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

*The information on this document may be utilized by this office to communicate potential changes in scheduling of inspections, code changes, recalls, etc...*

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Date: \_\_\_\_\_ PERMIT #: \_\_\_\_\_ Check #: \_\_\_\_\_ Fee: \_\_\_\_\_

REGULATIONS / LAW: Pursuant to the Uniform Fire Safety Act; P.L. 1983, c.383 (N.J.S.A. 52:27D-192 et seq.): 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 of smoke alarm, carbon monoxide alarm, and portable fire extinguisher compliance CSACMAPFEC, evidencing compliance with N.J.A.C. 5:70-4.19 and N.J.S.A. 52:27D-198.1.

**VIOLATIONS & PENALTIES:** Any owner who does not comply with the requirements shall be subject to a fine of not more than \$500.00, which may be collected by the local enforcing agency. Smoke Detectors Requirements:

- Smoke detectors that were required to be installed due to original construction, renovation, alteration or addition that were hard-wired and or hard-wired and interconnected are required to be maintained as such for the life of the structure.
- Those structures that are not required to be hard-wired, can have battery operated devices or Central Station Monitored Systems.
- Smoke detectors shall be located in accordance with the (NFPA) National Fire Protection Association Standard 74-1984.

1. Smoke Detectors shall be installed at the base of each stairway on each level of the structure (including basement) and outside each separate sleeping area in the immediate vicinity of the bedrooms (within ten feet of each bedroom door) and not closer than 3-5 feet to any air register or bathroom door.

2. Proof of **END OF LIFE** will be required if device is more than **7 years** old. If date is not provided by manufacturer on the device, you will be required to replace it unless you can provide documentation that its expiration has not come to an end.

- Ten-year sealed battery-powered single station smoke alarms shall be installed and ***shall be listed in accordance with ANSI/UL 217***, incorporated herein by reference. 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. **The effective date of this subsection shall be January 1, 2019.**

**Carbon Monoxide Alarms Requirements:**

- All carbon monoxide alarm(s) ***shall be installed per NFPA 720 and meet all the requirements of UL Standard 2034.***

1. Shall be installed within 10 feet outside of every bedroom within the structure, and may be battery-operated, hardwired or of the plug-in type.

2. It must be installed in the immediate vicinity outside of the bedroom.

**Central Station test:**

- A (certified) fire alarm central station test document shall be required in addition to a field inspection.

**Scheduled Inspections:** Inspections will be conducted on Dates and times provided by the office administrator.

**Fee:** The application fee for a certificate of smoke detector / carbon monoxide alarm compliance shall be based upon the amount of time remaining before the change of ownership or occupant is expected as follows:

♣ Requests for a CSACMAPFEC received more than 10 business days \$ \$75.00

♣ Requests for a CSACMAPFEC received fewer than 4 business days \$125.00

**Note:** Non-working, recalled, missing fire detection / carbon monoxide alarms, and/or “no shows” will be charged an additional fee of \$35.00 for a re-inspection. Checks should be made payable to the Borough of Upper Saddle River

**Entry into Structure:** No inspector will be permitted to enter a structure unless accompanied by an owner, tenant, realtor or agent that is at least 18 years of age. Proof of age will be required by a driver license only.

**Expiration of Certificate:** The certificate is valid for six (6) months. With each and every change of ownership or occupancy, a new application shall be required.

# HEALTH DEPARTMENT

*\*\*\*Please provide ALL required information\*\*\**

**Must contact Department Head for Health Requirements**

Contact our Office

**Helena Loveless**

(201) 327-2196

info@usrtoday.org

or

**Laura Folco**

*Chief R.E.H.S.*

Bergen County Health

(201) 634-2726



COUNTY OF BERGEN  
DEPARTMENT OF HEALTH SERVICES  
Office of Environmental Health  
220 East Ridgewood Avenue • Suite 201 • Paramus, New Jersey 07652-4895  
(201) 634-2730 • FAX (201) 634-2808

## **Health Department Requirements for Realty Transfers**

### **WELLS:**

As per the *Private Well Testing Act Regulations NJAC 7:9E*:

- Wells must be tested at realty transfer by a certified lab.
- Visit [www.state.nj.us/dep/pwta](http://www.state.nj.us/dep/pwta)
- Results should be sent to your local health department or [septics@co.bergen.nj.us](mailto:septics@co.bergen.nj.us)

### **SEPTIC SYSTEMS:**

As per *N.J.A.C. 7:9A STANDARDS FOR INDIVIDUAL SUBSURFACE SEWAGE DISPOSAL SYSTEMS*:

- Cesspools must be updated at realty transfer.
- Non-compliant septic systems must be updated at realty transfer.

For additional questions, see the attached FAQ's. You may contact your local Board of Health office or the Bergen County Department of Health Services at 201-634-2730.

### SEPTIC SYSTEM FAQ'S

1. What are the **regulations** for septic systems?
  - N.J.A.C. 7:9A STANDARDS FOR INDIVIDUAL SUBSURFACE SEWAGE DISPOSAL SYSTEMS
2. How can I check the septic system information of a property? (Number of bedrooms, age of septic system, type of system)
  - Review the Health Department's file. You can do so by filling out an OPRA request through the local municipality.
3. I am selling my house. What do I do about my current septic system?
  - 2012 Septic Code requires cesspools to be updated at realty transfer.
  - A septic inspection may be performed by a private company if you are not sure of the current status of the septic system.
  - Start the CCO (Continued Certificate of Occupancy) process with your local building department office.
4. I have a well on my property. What is required at realty transfer?
  - The well must be tested in accordance with the Private Well Testing Act Regulations NJAC 7:9E. Results should be sent to your local health department or [septica@co.bergen.nj.us](mailto:septica@co.bergen.nj.us)
5. My septic system was inspected and I received a non-compliant letter from Bergen County Department of Health Services.
  - If ALTERATION is marked, contact an engineer.
  - If REPAIR is marked, contact a licensed septic contractor. (Check with your local board of health secretary for a list of licensed contractors approved in each town.)
6. I am having a new system installed. When will final Health Department approval be given?
  - Once all permits are pulled, all inspections are performed, and the engineer provides the As-Built and Certificate of Compliance to the local Board of Health office, CCO sign-off will be given.
7. I am waiting on my CCO application. How will I know when it is ready?
  - Your local building department will contact you when the application is approved and will schedule the inspection.
8. Where do I submit my building or septic plans?
  - Submit septic plans to your Local Board of Health office.
  - Building plans should be submitted to both the Building Department and the local Board of Health office. (The same documentation is required for both offices and fee may be required).
9. I would like a **status update** on plans I submitted to the Board of Health.
  - All plans are reviewed in the order in which they are received.
  - By code, the department has 30 days to review the plans.
  - Plan review expediting cannot be granted under any circumstances.
10. I need a demo permit. What do I need to provide to the Board of Health office?
  - A permit must be issued from the local Board of Health office to abandon your septic.
  - Once the permit is filed, an inspection must be scheduled.
  - Pumping receipts must be submitted.
  - Once complete, documentation will be sent to the Building Dep't for demo permit to be issued.
11. Can a Conditional C.O. (Certificate of Occupancy) be issued?
  - Check with your local code enforcement office (Building Dep't).
  - The Health Department does not issue Conditional C.O.'s.
12. What are the code setbacks for pools, decks, and additions?
  - See septic code - N.J.A.C. 7:9A STANDARDS FOR INDIVIDUAL SUBSURFACE SEWAGE DISPOSAL SYSTEMS – Table 4.3
  - Rule of thumb for deck footing access and above ground pools is 5 feet.