

March 3, 2010

In accordance with **East Hanover Township Ordinance 119-A-5**, any real property containing a building must secure a **Certificate of Compliance** before sale, lease or rental of said property.

Certificates are issued after the application, required fees and the appropriate inspections have been completed.

In order to obtain the **Certificate of Compliance** the following **must** be completed upon submission:

1. Certificate of Compliance application (*C/C1-rental*), (*C/C1A-resale*)
2. Zoning Permit (*C/C 2*)(*3 pages*)
3. SmokeDetector/CarbonMonoxide/FireExtinguisher(*C/C3*)
(*completed for residential properties only*)
4. All above forms require property owners signature
5. Please make check payable to the ***Township of East Hanover*** in the amount of **\$100 total** for **Certificate of Compliance and Zoning Permit**.
6. For a residential property, SmokeDetector/Carbon Monoxide/Fire Extinguisher, check should be made payable to ***East Hanover Fire Prevention***, according to the attached fee chart (*C/C 4*)

Applications and checks can be mailed or dropped off to:

Township of East Hanover
Department of Land Use and Planning
411 Ridgedale Avenue
East Hanover, NJ 07936

**For further information or questions, please call the
Department of Land Use and Planning at (973) 887-5642.**

Thank you

Township of East Hanover
Department of Land Use and Planning
411 Ridgedale Avenue
East Hanover, NJ 07936
973-887-5642
Fax: 973-428-3026

Certificate of Compliance-Rental

Owner's Name: _____

Tenant's Name: _____

Property Address: _____ Block: _____ Lot: _____

Contact Person: _____ Phone: _____

Indicate current use of property:

Residential:

One family Other (indicate what) _____

Commercial:

Retail Office Mixed (indicate what) _____

Industrial

Signature of Owner

For Office Use Only

Date of Inspection: _____ No. of Violations: _____

Re-inspection Date: _____ Violations Corrected: _____

Zoning Permit Approved: _____ Fire Prevention Certification: _____

This Certificate valid only when signed below by the Enforcement Officer. This Certificate of Compliance per Chapter 119A of the Code of the Township of East Hanover, is also subject to all other Township ordinances.

Certificate of Compliance approved and issued:

Date: _____

Signature of Enforcement Officer

Township of East Hanover
Department of Land Use & Planning
411 Ridgedale Avenue
East Hanover, NJ 07936
973-887-5642
Fax: 973-428-3026

Certificate of Compliance-Resale/Refinance

Seller's Name: _____

Buyer's Name: _____

Property Address: _____ Block: _____ Lot: _____

Contact Person: _____ Phone: _____

Indicate current use of property:

Residential:

One family Other (indicate what) _____

Commercial:

Retail Office Mixed (indicate what) _____

Industrial

Signature of Owner

For Office Use Only

Date of Inspection: _____ No. of Violations: _____

Re-inspection Date: _____ Violations Corrected: _____

Zoning Permit Approved: _____ Fire Prevention Certification: _____

This Certificate valid only when signed below by the Enforcement Officer. This Certificate of Compliance per Chapter 119A of the Code of the Township of East Hanover, is also subject to all other Township ordinances.

Certificate of Compliance approved and issued:

Date: _____

Signature of Enforcement Officer

TOWNSHIP OF EAST HANOVER

(C/C 2)

LAND USE DEPARTMENT

411 Ridgedale Avenue
East Hanover, NJ 07936
973-428-3020
Fax 973-428-3026

Application Number

APPLICATION FOR ZONING PERMIT

1. Applicant's Name _____

Address _____

Phone _____ FAX _____

2. Address of property for which request is made

Block _____ Lot _____

3. Name of property owner _____

Address of property owner _____

4. Purpose of application _____

5. If construction of alterations or additions are contemplated, will footprint of any building be changed? _____. If yes, provide copy of property survey.

6. If application is for a sign, attach drawings of proposed signage.

7. Copy of property survey is required for any proposed accessory structures, fences, additions.

8. Has this property been the subject of any prior application to the Planning Board or Board of Adjustment? _____ If yes, state which Board, date, relief sought, and the result.

9. Date _____

10. Applicant signature _____

11. Property owner signature _____

=====
OFFICE USE ONLY
=====

Zone _____

Required S/B

Proposed

Front _____

Rear _____

Side _____

2 Sides _____

Max Coverage _____

Garages _____

Height _____

Access S/B _____

P&A Coverage _____

Other

Date Reviewed _____

Fee Paid \$ _____

Zoning Approved _____ Disapproved _____

Permit No. _____

Reviewed by _____

If Denied, Reason for Denial

**Township of East Hanover
East Hanover Fire Department
Smoke Detector/Carbon Monoxide Detector/Fire Extinguisher**

Seller's Name: _____

Buyer's Name: _____

Property Address: _____ **Block:** _____ **Lot:** _____

Contact Person: _____ **Phone:** _____

Indicate current use of property:

Residential:

One family **Other (indicate what)** _____

Smoke Detectors/Carbon Monoxide Detectors

Hard wired

Battery Operated

**Alarm company
Monitored**

Signature of Owner

For Office Use Only

Date of Inspection: _____ **No. of Violations:** _____

Re-inspection Date: _____ **Violations Corrected:** _____

Zoning Permit Approved: _____ **Fire Prevention Certification:** _____

****Note if detectors are Alarm Company monitored, someone must be able to reset the system at the time of inspection.****

****Fire extinguishers are mandatory as per attached instructions****

CERTIFICATE of SMOKE DETECTOR and CARBON MONOXIDE ALARM COMPLIANCE

- **The fee will now be based on the date the application is received:**

--- More than 10 business days prior to change of occupant - \$50

--- 4 to 10 business days prior to change of occupant -\$70

--- Less than 4 Business days prior to change of occupant -\$125

- **Smoke Detectors & Carbon Monoxide Location Requirements:**

--- A smoke detector needs to be on every level

--- If there is a basement, the smoke detector has to be placed at the bottom of the stairs on the ceiling

--- A smoke detector has to be put in the hallway where all the bedrooms are and a carbon monoxide detector has to be put in the hallway

Requirements for Type and Placement of Fire Extinguishers

-The Legislature amended and enacted P.L. 1991, c. 92 (C52:27D-198.1), requiring that all one- and two-family dwellings at changing of occupancy be provided with a portable fire extinguisher, in addition to the requirements for smoke and carbon monoxide. This act was signed into law on April 14, 2005 with an effective date of **November 1, 2005**.

The regulations were recently made available for public comment. The public comment period has ended and the final adoption of the regulations will appear in the New Jersey Register in the near future. The Division of Fire Safety is advising all local enforcing agencies to enforce the regulations; using the guidelines below:

The requirements for the type and placement of the extinguishers are as follows:

- 1) At least one portable extinguisher shall be installed in all one- and two-family dwellings upon change of occupancy;
- 2) The extinguisher shall be listed, labeled, charged, and operable;
- 3) The size shall be no smaller than 2A:10B:C, rated for residential use and weigh no more than 10lbs.;
- 4) The hangers or brackets supplied by the manufacturer must be used;
- 5) The extinguisher must be located within 10ft. of the kitchen;
- 6) The top of the extinguisher must not be more than 5 ft. above the ground;
- 7) The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items;
- 8) The extinguisher must be near a room exit or travel path that provides an escape route to the exterior;
- 9) The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher; and
- 10) Lastly, the extinguisher must be installed with the operating instructions clearly visible.

New fire extinguishers are not required to be serviced and tagged, as long as the seller or agent can provide proof of purchase or receipt.

The statue should be cited for enforcement purposes. The correct citation is N.J.S.A. 52:27D-198.1.

If you have any questions regarding the implementations of this act or its specific requirements, please contact our Local Assistance Unit at 609-633-6112.