



Clifton Fire Headquarters
900 Clifton Avenue
Clifton, NJ 07013
973-470-5801 Office



DWELLING INSPECTION APPLICATION PACKET

Updated Information as of 1/10/2020

- An application shall be obtained from Fire Headquarters, 900 Clifton Avenue, Clifton NJ, located in the YELLOW HOUSE, or from the City’s website www.cliftonnj.org. All inspections are conducted according to **City Ordinance Chapter 210 & 233**.
- Dwelling Applications must be completed in their **ENTIRETY** and **MUST** be signed by both the seller and buyer or landlord and tenant. Faxed signatures are acceptable. All faxes and/or copies **MUST** be legible and full size or they will NOT be accepted. **If digital signatures are used, a copy of the contract must be provided to Fire HQ’s, stating both parties signing are in agreement to using digital signatures.**
- Applications must be stamped and initialed by the Building Dept. for approval **PRIOR** to having it processed at Fire Headquarters. This is to ensure that there are **NO OPEN BUILDING PERMITS**. Building Dept. approval is not applicable to apartment buildings with 4 or more units.
- Applications must be returned **in person** to Fire Headquarters. At this time the appropriate fee is to be paid. An inspection date and time will be scheduled. Inspections are scheduled on a first come, first serve basis unless an expedited fee is paid. **Inspections are conducted on Wednesdays only between 9:00 am and 12:00 noon. An adult (18 yrs or older) must be present at the time of the inspection.**
- At the time of the inspection, access must be provided to **ALL** areas of the structure. If areas are inaccessible, the inspection will fail and a re-inspection date shall be set up by calling Fire Headquarters and an **additional fee will be required, as per City Ordinance 210-14(B)**.
- After a completed inspection **and** no other violations are noted by any other department, certificates will be available in **approximately 5-7-business days minimum** (*Expedited Insp’s excluded). All Dwelling Inspections **MUST** be reviewed and approved by the Housing, Building, Tax Assessor, and Zoning Departments.
- The certificates shall be picked up at **Clifton Fire Headquarters**. It is advised you call our office at **973-470-5801** prior to arrival to ensure availability.

NO CLOSING SHALL TAKE PLACE WITHOUT A VALID CERTIFICATE OF INSPECTION!!!

WINDOW HOURS- Monday through Friday 8:00 am to 3:45 pm

Cash, money orders or checks made out to “City of Clifton” are the only acceptable methods of payment. All fees include a \$25.00 **NON-REFUNDABLE** application fee. A \$35.00 fee will be imposed for returned checks.

FEE SCHEDULE:	Rental- per unit	\$75.00
	Sale- per unit	\$125.00
	Expedited- per unit (within 20 business days)	\$200.00
	Expedited- per unit (within 4 business days)	\$300.00

***Expedited fee must be paid by Cash, Money Order or Cashier’s Check.**

Smoke Detector, Carbon Monoxide Detector, and Fire Extinguisher Information

All inspections MUST comply with the current City and State laws governing smoke detectors, carbon monoxide detectors and fire extinguishers

Note: **ALL battery operated detectors must be of a 10 year sealed battery type.**
ALL existing Hardwired systems must be maintained.

WHERE TO LOCATE SMOKE DETECTORS:

UL approved detectors are to be located on every level of a residence (basement, 1st floor, 2nd floor, etc.) **excluding crawl spaces and unfinished attic areas with pull down type stairs.** They can be 10 year sealed battery-operated or electric. All Smoke Detectors shall be located on the ceiling or wall as described below and within 10 feet of every bedroom. If there are no bedrooms on a level, then they must be placed within 10 feet of the stairway on that particular level. **PHOTOELECTRIC** type smoke detectors are to be installed if any of the installation areas are within 10 feet of a kitchen area.

NOTE: Smoke detectors are to be permanently affixed to walls and/or ceiling areas with manufacturer provided screws. Under no circumstances are they to be installed with double-stick tape or Velcro. ***Ideally smoke detectors are placed on ceilings.*** They must be less than 10 years old unless otherwise recommended by the manufacturer. It will be the owners responsibility to check the detectors age and operability prior to the inspection.

CENTRAL STATION FIRE ALARMS: Central station fire alarms shall be tested prior to the inspection. The fire alarm test record must be from a Division of Fire Safety certified fire alarm company and shall be given to the fire inspector at the time of the inspection. Clifton Fire Inspectors **WILL NOT** test central station fire alarms. If no report is available, the inspection **WILL FAIL!**

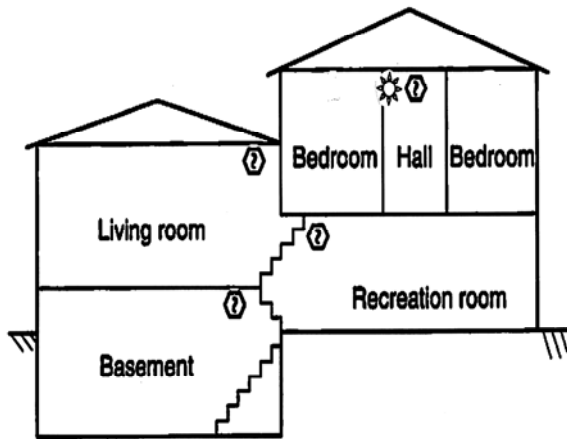
WHERE NOT TO LOCATE SMOKE DETECTORS:

To avoid false alarms and/or improper operation, do not place detectors in the following areas:

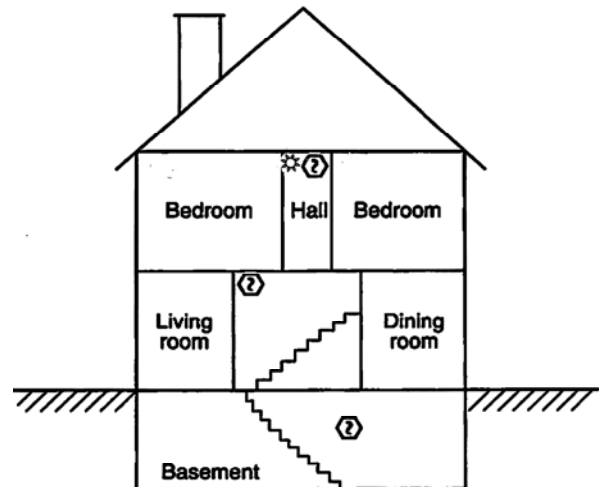
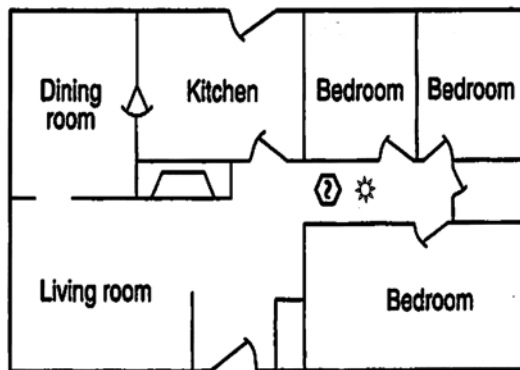
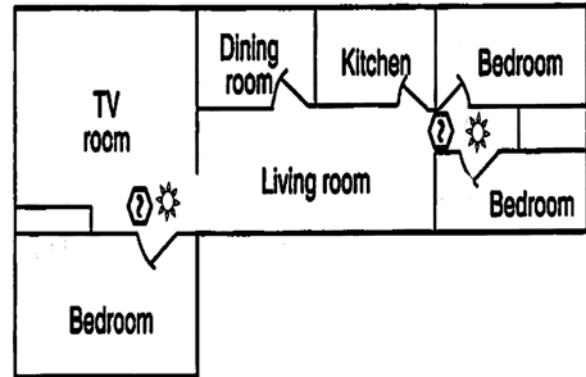
- Kitchens- unless it has bedrooms located directly off of the Kitchen then a PHOTOELECTRIC detector is required.
- Bathrooms- excessive steam from a shower may cause a nuisance alarm.
- Near forced air ducts used for heating or air conditioning- air movement may prevent smoke from reaching detector.
- Near furnaces of any type- air and dust movement and normal combustion products may cause a nuisance alarm.
- The peak of an “A” frame type of ceiling- “Dead Air” at the top may prevent smoke from reaching detector.

CARBON MONOXIDE DETECTORS:

Alarms may be battery-operated or electric and listed according to UL 2034, and must be dated accordingly and installed within 10 feet of all sleeping areas as per manufacturer's instructions and NFPA-720. If there are sleeping areas on more than one floor additional CO detectors will be required. *CO Detector Symbol* ☀



☀ Indicates required smoke alarm



FIRE EXTINGUISHERS:

- At least one (1) portable fire extinguisher shall be installed in all kitchens or within 10 feet of the kitchen and located in the path of egress to the exterior.
- It shall have a minimum rating of **2A-10B:C** and no more than 10 pounds.
- It shall be listed, labeled, charged, and operable.
- It must be **mounted** in a bracket or hanger supplied by the manufacturer, hung in a visible, readily accessible spot, free from blocking by furniture, storage, equipment, and other items. The top of the extinguisher shall be mounted no higher than five (5') above the floor.
- The owner's manual or written operation instructions shall be provided during the inspection and left for the new occupant.
- The extinguisher shall be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or have a receipt for a recently purchased extinguisher.



APPLICATION FOR DWELLING SMOKE DETECTOR, CARBON MONOXIDE & FIRE EXTINGUISHER CERTIFICATION

SALE
RENTAL

THE CITY OF CLIFTON • 900 CLIFTON AVENUE • CLIFTON, NJ 07013
PHONE: 973-470-5801 • FAX: 973-470-5844

FOR OFFICIAL USE ONLY	
CERT #:	DATE REC'D:
\$:	CK #:
MAP:	ZONE:
INSPECTION DATE:	

1. PROPERTY ADDRESS:	UNIT #:	BLOCK #:	LOT #:	QUALIFIER
----------------------	---------	----------	--------	-----------

CURRENT OWNER'S NAME:	NEW BUYER'S NAME:
-----------------------	-------------------

ADDRESS:	ADDRESS:
----------	----------

CITY/STATE/ZIP:	CITY/STATE/ZIP:
-----------------	-----------------

HOME PHONE:	HOME PHONE:
-------------	-------------

REALTOR®/LAWYER'S NAME:	ADDRESS:	PHONE:	CLOSING DATE/OCCUPANCY DATE:
-------------------------	----------	--------	------------------------------

MUST PROVIDE ACCESS TO DWELLING UNIT, BASEMENT, ATTIC AND COMMON AREA'S AS REQUIRED BY LAW

2. WHO WILL BE RESIDING IN THE HOME-

ADULTS	CHILDREN
NAME:	NAME:
NAME:	NAME:
NAME:	NAME:
NAME:	NAME:
NAME:	NAME:
NAME:	NAME:

LIST ADDITIONAL NAMES AT BOTTOM (SECTION 5)

3. NUMBER OF DWELLING UNITS IN STRUCTURE: MIXED USE: YES NO IF THREE OR MORE DWELLING UNITS, MUST PROVIDE NJ STATE BUREAU OF HOUSING REGISTRATION NUMBER:

4. ALL FIRE PROTECTION DEVICES (SMOKE DETECTORS, CARBON MONOXIDE DETECTORS, AND FIRE EXTINGUISHERS) SHALL BE REPLACED IF OLDER THAN 10 YEARS UNLESS OTHERWISE RECOMMENDED BY THE MANUFACTURER ACCORDING TO NFPA 72/ NFPA 720/ UL 2034.

5. WE CERTIFY THAT ALL THE FOREGOING STATEMENTS ARE TRUE. WE ARE AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY US ARE WILLFULLY FALSE, WE ARE SUBJECT TO PUNISHMENT.

DATE: / /
CURRENT OWNER'S SIGNATURE

DATE: / /
NEW BUYER'S OR TENANT'S SIGNATURE

NO CLOSING SHALL TAKE PLACE WITHOUT THE COMPLETED CERTIFICATE OF INSPECTION
CERTIFICATE EXPIRES 6 MONTHS AFTER FIRE DEPARTMENT INSPECTION

5. ADDITIONAL TENANT NAMES AND FLOOR LOCATION:

ADULTS	CHILDREN

IF ADDITIONAL SPACE IS NEEDED TO ADD NAMES PLEASE USE A SEPARATE SHEET OF PAPER.

STAMP

INITIALS