



Certificates of Occupancy

A Continued Certificate of Occupancy or "Zoning Certificate" is required on all resales, rentals, and/or changes or tenancy. Basically, this form certifies that the dwelling meets basic inspection safeguards.

**Items generally looked for at Zoning/Certificate of Occupancy Inspections,
including BUT NOT LIMITED TO:**

1. **Work done without permits.**
2. Working smoke detectors on each level, including basement and walk-up attic. *
3. Carbon monoxide detector, in common area outside bedrooms. *
4. Fire Extinguisher within 10' of kitchen area and to be mounted. *
5. Relief valves on hot water heater and boiler pipes in to within 6" of floor.
6. Sump pump (if present) is piped to the outside of house or unit. (Not connected to sanitary sewer line or directed to adjoining properties)
7. Handrails/guardrails for anything with four or more risers.
8. All switch and outlet covers in place.
9. Stairs in good shape, interior and exterior. (No loose treads or bricks)
10. Attached garages, no holes in walls or ceilings.
11. All toilets and faucets in working order.
12. Hot water. (110° minimum). Hot faucet on left side.
13. Proper fit and venting of furnace/boiler and hot water heater to chimney.
14. Electric service panel in good shape. (no openings)
15. No exposed wires or open electrical boxes throughout house.
16. No broken windows or glass.
17. Any visible safety faults.
18. Illegal conversions/living areas.
19. Metal pipe or U.L. listed foil dryer vents
20. Proper venting in bathrooms. (window or mechanical vent).
21. House number minimum 4" and maximum 8" in height *

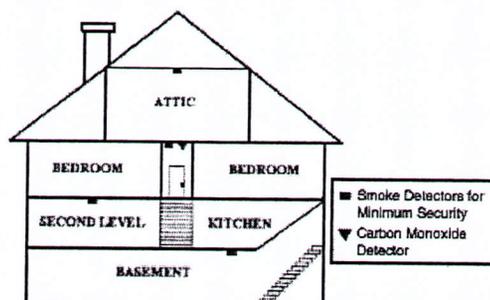
***THIS IS BASICALLY A SAFETY INSPECTION AND
IS IN NO WAY A HOME INSPECTION.***

***See Reverse for more details**

The Township of Nutley, Chapter 700, Article XVII Section 700-116, requires that a Certificate of Occupancy shall be applied for and issued prior to the sale, conveyance or rental of any property within the Township. Requirements concerning residential property are as follows:

SMOKE DETECTORS: detection is required on each level of the house including the basement in the vicinity of the stairs. Detectors are also required within 10 feet of each bedroom. Attics require detection if habitable. Smoke detectors mounted on the ceiling should be a minimum of 4 inches from a corner. Detectors mounted on a die wall should be no closer than 4 inches to the ceiling, and no more than 12 inches from the ceiling. Detectors on a tray ceiling are to be located on the highest level within 12 inches of the peak.

CARBON MONOXIDE DETECTORS: detectors required on each level with bedrooms, to be located outside of and within 10 feet of each bedroom, if the home has a fuel burning appliance and/or an attached garage.



SUMP PUMP DISCHARGE: if the structure has a sump pump, it must discharge outside the structure. It is illegal for storm water to be discharge into the sanitary sewer system or on to adjoining property.

ZONING COMPLIANCE: All buildings shall be in compliance with the appropriate zoning regulations for the area in which the structure is location. Additional information can be obtained from the Zoning Officer – 973-284-4957

FIRE EXTINGUISHERS: at least one listed, labeled, charged, and operable portable fire extinguisher, with a minimum rating of 2A:10B:C rated for residential use, and not weighing more than 10 pounds. The extinguisher is to be visible and in a readily accessible location within 10 feet of the kitchen, near a room exit or travel path to the exterior. The extinguisher is to be mounted utilizing the bracket provided by the manufacturer, with the tip of the extinguisher no higher than 5 feet above the floor.

HOUSE NUMBER: address numbers shall be a minimum of 4 inches and maximum of 8 inches in height, clearly visible from the street, Arabic in format and style, not less than 4 feet nor more than 10 feet above grade. The numbers shall be securely fastened, weatherproof, and shall be mounted against a contrasting background. If the setback is more than 150 feet from the street the number shall, in addition to other requirements be displayed on a sign readily visible from and within 25 feet of the street. Address numbers may be mounted on a post in the front yard.

BUILDING PERMITS: any open building permits are to be closed by scheduling the required final inspections through the Building Department. No Zoning Certificate will be issued until all open building permits are closed.