



**BOROUGH OF ALLENDALE - BUILDING DEPARTMENT**  
**500 WEST CRESCENT AVE. ALLENDALE, NJ 07401**

**Certificate of Compliance**  
**For Transfer of Ownership or Tenancy**

**COC #:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**PROPERTY LOCATION:** \_\_\_\_\_

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

**SELLER NAME & ADDRESS OF** \_\_\_\_\_  
\_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**SELLER EMAIL:** \_\_\_\_\_

**BUYER/RENTER NAME & ADDRESS OF:** \_\_\_\_\_  
\_\_\_\_\_

**LISTING REALTOR NAME:** \_\_\_\_\_

**REALTOR COMPANY:** \_\_\_\_\_

**\*\*BUILDING DEPARTMENT USE ONLY\*\***

OPEN BUILDING PERMITS: \_\_\_\_\_

OPEN VIOLATIONS: \_\_\_\_\_

REAL ESTATE SIGN: \_\_\_\_\_

FINAL WATER BILL EMAIL: \_\_\_\_\_

CLOSING DATE: \_\_\_\_\_

VISUAL INSPECTION OF RESIDENCE & REVIEW OF PROPERTY FILE PERFORMED BY: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_

FEE: \$100 \$25 FOR REINSPECTIONS

DATE RECEIVED: \_\_\_\_\_ AMT PAID: \_\_\_\_\_ CHECK#: \_\_\_\_\_

RELEASED TO FIRE OFFICIAL:

DATE: \_\_\_\_\_ ZONING OFFICIAL: \_\_\_\_\_

**Final Water Bill Reading:** 72 hours prior to your closing, you must call Suez for final reading @ 855-367-6708.

**\*\*\*Water charges are lienable and must be paid before closing\*\*\***

# Borough of Allendale

## Certificate of Compliance

Below we have outlined the process, fees and an inspection checklist for your convenience.

1. Complete the application for Certificate of Compliance
2. Submit application to the Allendale Building Dept. along with a payment \$100. Checks made payable to the "Borough of Allendale".
3. Schedule Inspection: Mondays & Wednesdays between 12PM-1:30PM.
  - a. Fire: Inspector will arrive during the scheduled inspection time. Homeowner or Realtor must be present at time of inspection. Your certificate will be released to you at the conclusion of the inspection provided compliance is met.
  - b. Zoning: Inspector will review property file and do a site inspection prior to the scheduled Fire inspection. The Homeowner or Realtor does not need to be present for this inspection.
  - c. Water Bill: Final Bill must be paid prior to closing.
4. The certificates are valid for 60 days from the date of inspection.

### Certificate of Compliance - Fire Prevention Checklist:

The Fire Prevention Official will inspect the following for compliance:

| Smoke Detectors   | Carbon Monoxide  | Fire Extinguishers  |
|---|--|---|
| Manufacturer date must be within 10 years   | Manufacturer date must be within 7 years   | At least 1 portable fire extinguisher shall be installed in all 1 & 2 family dwellings.   |
| Must be located on each level of the dwelling including the basement, excluding the unfinished attics and crawl spaces. | Must be located outside each separate sleeping area; and within 10 feet of the bedroom | Must be located in or within 10 feet of the kitchen in the exit or travel path. It must be visible & readily accessible, and positioned no higher than 5 ft off the ground. |
| Must be located outside each separate sleeping area; and within 10 feet of the bedroom.                                 | Must be in working order   | Must be rated for residential use and weigh no more than 10 lbs. It should be labeled, operable, with operating instruction clearly visible.                                |
| Must be in working order  |  |   |

### Certificate of Compliance –Zoning Office Checklist:

The Zoning Officer will review the property office files and inspect the property for compliance for the following:

| Exterior   |   | Interior/Other                       |
|--|---|--------------------------------------|
| Pool/Pool Fence – permanent fence, min 4ft with self-latching, lockable gates. | House number must be clearly visible from street. | Any open Property Maintenance issues |
| Visual Exterior Building Inspection  | Fences & Accessory Structures                     | Any open Building Permits            |
| Sidewalks will be inspected  |   | Sump Pump discharge                  |

### Certificate of Compliance - Water Bill Checklist:

Must setup final reading 72 hours prior to closing with Suez @ 855-367-6708 and bill must be paid prior to closing.