

Borough of Allendale

Certificate of Compliance

(previously known as Certificate of Continued Occupancy)

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.**
- 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		

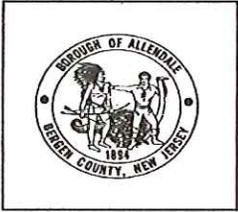
Certificate of Compliance –Zoning Office Checklist:

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
		Sump Pump discharge

Inspection Date: _____ Time: _____

NOTES: _____



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

**Certificate of Compliance
For Transfer of Ownership or Tenancy
(previously known as a Certificate of Continued Occupancy)**

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: _____

REALTOR PHONE NUMBER: _____

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

OPEN BUILDING PERMITS: _____

OPEN VIOLATIONS: _____

REAL ESTATE SIGN: _____

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: _____