

**BOROUGH OF GLEN ROCK
CODE ENFORCEMENT BUREAU
(201-670-3965)**

**RESIDENTIAL RESALE & RE-OCCUPANCY
CERTIFICATE OF CONTINUED OCCUPANCY PROCEDURE**

1. Fill out application form and submit to the building department.
2. RESALES: \$100.00 fee (cash/check payable to Borough of Glen Rock)
3. RENTALS: \$100.00 fee & separate \$20 lead state fee for any dwellings built prior to 1978 (cash/check payable to Borough of Glen Rock)

***** We suggest early application so any deficiencies may be addressed in a timely manner. *****

ATTENTION ALL HOMEOWNERS PLANNING TO SELL OR RENT THEIR HOMES

In order to ensure the continued safety of our Borough Residents, a Certificate of Continued Occupancy (CCO) ordinance was implemented for residential structures in Glen Rock. Similar regulations apply to commercial structures in the borough as well. In conjunction with overlapping State Regulation, all Glen Rock property owners who sell or rent their dwellings are required to obtain a borough issued **CCO Certificate** prior to closing and/or allowing occupancy of such dwellings.

At least 30 days prior to closing or reoccupancy, the property owner or the agent acting on their behalf are required to make an application to the Glen Rock Building Department located on the third floor of the Glen Rock Municipal Building to obtain a **CCO Certificate**. **Note: rental applications are also required to submit a completed Landlord Registration and provide a Lead Safe/Lead free certificate.**

Upon submission of the CCO application and a **\$100.00 fee** for resales/rentals and **\$120.00** for rentals with Lead inspection requirements (as established by the Borough fee schedule) we will review our records to ensure all construction permits have been properly inspected and closed. A visible inspection of the dwelling will also be performed by the Borough's Building Department to ensure that no code violations exist that could affect the safety of the dwelling's occupants.

Fire Prevention will do their own inspection. Certificate will not be issued until final approval from Fire Prevention. Questions regarding their inspection can be answered at 201-670-3986.

The Department of Public Works will perform an inspection of the dwelling public sidewalks, as applicable. **For further information pertaining to sidewalk inspections, please contact the DPW directly at 201-670-3980.**



Common inspection failures:

Double cylinder deadbolt lock sets with a **removable interior side key** installed on a primary exit door are not permitted.

Dryer vent and/or kitchen exhaust connectors made of vinyl material are not permitted. Only listed and approved venting material is permitted for these applications.

The use of extension cords for sump pump and garage door openers are not permitted.

Permits are required for water heaters, heating systems, water softeners, lawn irrigation systems, electric wiring, EV chargers, patios and decks constructed or installed.

For further information, please call the Building Department at 201-670-3965 ext. 1.

David Nizborski, Construction Official

Revised: January 2026

CCO SIDEWALKS

SIDEWALK INSPECTIONS ARE DONE BY THE DPW.

THE BUILDING DEPARTMENT ONLY RECIEVES SIDEWALK
INSPECTIONS FOR RESALES/RENTALS.

SIDEWALK REPAIRS MUST BE PERMITTED THROUGH THE
DPW.

DPW CAN BE CONTACTED AT 201-670-3980 AND IS
LOCATED AT 473 DOREMUS AVENUE.

GLEN ROCK FIRE PREVENTION
1 Harding Plaza - Glen Rock - New Jersey -
Application - Certificate of Continued Occupancy - Residential
FORM MUST BE SUBMITTED NO LESS THAN 10 DAYS PRIOR TO CLOSING DATE
Fire Prevention 201-670-3986

Property Address: _____

Block: _____ Lot: _____ Closing Date: _____

Year Structure Built: _____

Name (Owner/Seller): _____

Address (Current): _____

Best Contact #: _____ Email: _____

Seller Attorney Name: _____

Attorney's Address: _____

Attorney Phone #: _____ Email: _____

Buyer Attorney Name: _____

Attorney's Address: _____

Attorney Phone #: _____ Email: _____

Name of person to contact for inspection: _____ Phone: _____

Type of Smoke Alarm(s):

- Single Unit(s) Multi-Station Interconnected Low Voltage System

Is the alarm monitored by an alarm company: _____

- ❖ Legible house numbers are also required. Please make sure that these numbers are clearly visible from the street, prior to your inspection.
- ❖ Dead Bolts on the front door must be keyless on the interior side of the door.

GLEN ROCK FIRE PREVENTION WILL NOT test Low Voltage, Central Station fire alarm systems. Your alarm service company or New Jersey Licensed Electrician must test/certify them using an NFPA approved form (NFPA 72 Form).

SELLER'S SIGNATURE: _____

FOR OFFICE USE ONLY

Application Date: _____ Fees: _____ Check # _____ Cash: _____

10 day or More: \$100 - 10 to 4 days: \$125 - 3 Days or Less: \$175 - Re-Inspection Fee: \$50

**Smoke Detector, Carbon Monoxide Detector
And Fire Extinguisher Certification Requirements**

Failure to meet the requirements will result in re-inspection & an additional fee(s)

SMOKE ALARM LOCATION AND REQUIREMENTS

Single Family Home

- All Smoke Detectors must be UL approved and be a 10 year sealed battery (No Battery Compartment)
- On each level of the home; including basement
- Within ten (10) feet of each entrance to sleeping area or inside each sleeping area
- Detectors must be in each bedroom

AC powered single or multiple station or multiple station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery powered smoke alarms (Jan 2019, NJAC 5:70-4.19)

Two Family Home

- On each level of the home; including basement
- Within ten (10) feet of each entrance to sleeping area or inside each sleeping area
- In main living area; shall be installed in living room or near the stairwell to the upper level

Additional Requirements

- common stairwells/hallways
- outside each doorway
- basement shall have smoke alarm @ front of stairs

CARBON MONOXIDE DETECTOR LOCATION FOR ONE OR TWO FAMILY HOMES

- Within ten (10) feet of each entrance to sleeping area or inside each sleeping area
- All Carbon Monoxide Detectors with a manufacture date greater than 5 years must be replaced

FIRE EXTINGUISHER REQUIREMENTS

- One 2A:10B:C rated fire extinguisher weighing less than ten (10) pounds should be located within 10 feet of the kitchen
- The bracket supplied by the fire extinguisher manufacturer must be with it
- The extinguisher must be dated by manufacturer or tagged by certified Division of Fire Safety contractor within the past 12 months (manufacturer stamped date on bottom)

SECONDARY POWER SOURCES

- Does the structure have a secondary power source, including but not limited to permanently installed internal combustion generators, solar panels, battery storage systems, or any other supplemental source of electrical energy to the primary power supply

If applicable:

- a label must be installed within 18 inches of the main electrical panel
- a label must be installed within 18 inches of the electrical meter

The label must be marked with wording similar to "CAUTION: MULTIPLE SOURCES OF POWER." and may not be handwritten. A label compliant with ANSI Z535.4



RED= SMOKE DETECTOR ON EACH LEVEL, WITHIN 10 FEET OF THE BEDROOM , AND IN EACH BEDROOM

BLUE = CO DETECTOR OUTSIDE THE SLEEPING AREA IN THE SAME LOCATION AS THE SMOKE DETECTOR

HARDWIRED DETECTORS MUST BE REPLACED WITH SAME. YOU CANNOT SUBSTITUTE A BATTERY ONLY DETECTOR FOR A HARDWIRED/ELECTRIC DETECTOR THAT WAS ORIGINALLY INSTALLED DURING CONSTRUCTION. ALL DETECTORS MUST BE LESS THAN 10 YEARS OLD

IF THE HOME WAS BUILT PRIOR TO 1977 (AND NO RENOVATIONS) WITHOUT HARDWIRED DETECTORS, 10-YEAR BATTERY SMOKE DETECTORS MUST BE INSTALLED ON EACH LEVEL AND IN THE SAME LOCATIONS AS MENTIONED.

SMOKE AND CO COMBINATION DETECTORS CAN BE USED IN ALL CONFIGURATIONS

IF YOU HAVE A CENTRAL OR LOW VOLTAGE SYSTEM, AN ALARM TEST OF THE SYSTEM WILL BE NEEDED TO PASS AND SYSTEM MONITORING NEEDS TO BE MAINTAINED FOR THE TEST. IF MONITORING WAS CANCELLED, IT MUST BE RE-ESTABLISHED TO HAVE A TEST PERFORMED.

GLEN ROCK FIRE PREVENTION

CARBON MONOXIDE ALARMS – WHAT YOU NEED TO KNOW

Carbon Monoxide Alarms should be installed with 10 feet of any sleeping areas so they will be audible in each bedroom. Multiple Carbon Monoxide Alarms may be necessary to accomplish this requirement. The use of a combination Smoke and CO detector are allowed to fulfill the requirement.

Carbon Monoxide Alarms may be 10-year lithium battery type, AC plug-in type and shall be listed and labeled in with UL-2034 and installed in accordance with NFPA-720

SMOKE DETECTORS – WHAT YOU NEED TO KNOW

ANY DETECTOR THAT IS OLDER THAN 10 YEARS MUST BE REPLACED UNDER THIS REQUIREMENT AND IN ACCORDANCE WITH NFPA-72 (14.4.5.4.1 AND 14.4.5.5)

Smoke detector requirements vary because of code changes adopted over the past years. At a minimum, homes that were not altered or made larger and built prior to January 1977 require battery detectors to be installed. One on each level and outside of each sleeping area usually with 10 feet of any bedroom doors. The use of a combination Smoke and CO detector is allowed to fulfill the requirements.

AS OF JANUARY 1, 2019, 10-YEAR SEALED BATTERY ONLY POWERED ALARMS SHALL BE INSTALLED IN ACCORDANCE WITH ANSI/UL 217 AND ALL BATTERY-OPERATED SMOKE DETECTORS THAT USE REMOVABLE BATTERIES MUST BE REPLACED WITH THE SEALED BATTERY DEVICE REQUIREMENT MENTIONED ABOVE

Any building constructed after January 1977 needs to meet the requirements of the code at the time the building was constructed. If the code only required hard wired smoke detectors on one or two floors, hardwired detectors need to be installed on each floor. However, A/C-powered single or multiple-station smoke alarms installed as part of the original construction or rehabilitation project **SHALL NOT be replaced** with **BATTERY ONLY** powered smoke alarms (Hardwired stay HW'd).

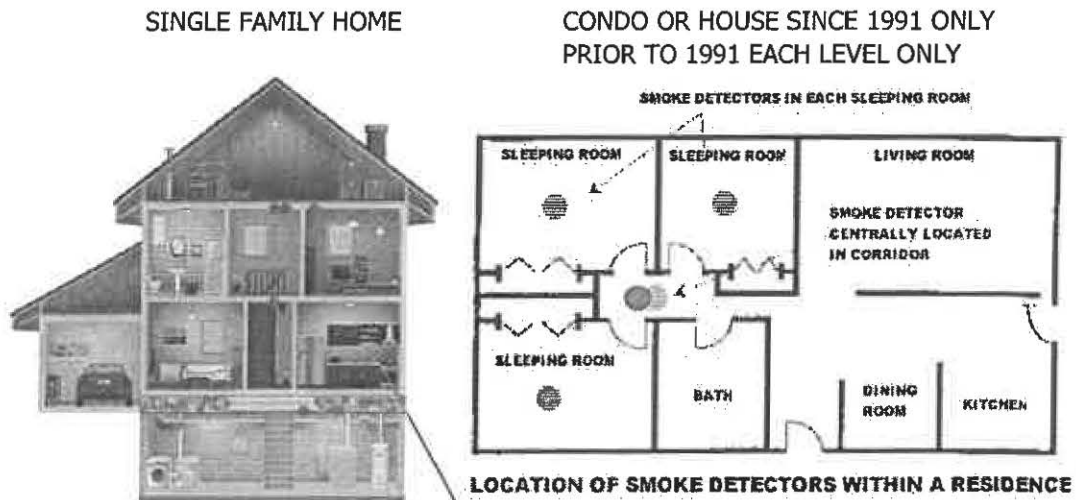


ALL INSTALLED SYSTEMS MUST BE MAINTAINED AT ALL TIMES (IFC 907.1.11.2)

LOW VOLTAGE FIRE ALARM SYSTEMS – WHAT YOU NEED TO KNOW

All Low Voltage Fire Alarm systems that are monitored by a central notification station must be maintained in accordance with NFPA-72 and the homeowner must provide a system test report at the time of inspection. Failure to maintain monitoring and provide a system test report that shows no deficiencies will be cause for failure and a re-inspection will be needed.

Depending on the year the structure was built, locations vary, some have just hallway or corridor detectors and others have them hardwired in the bedroom along with the other locations. If they are multi-level, you should have one on every level in the locations noted below.



ALL DETECTORS MUST BE LESS THAN 10 YEARS OLD

RED= SMOKE DETECTOR ON EACH LEVEL WITHIN 10 FEET OF THE BEDROOM

BLUE = CO DETECTOR OUTSIDE THE SLEEPING AREA(S) IN THE SAME LOCATION AS THE SMOKE DETECTOR ON THE WALL OR CEILING

HARDWIRED DETECTORS MUST BE REPLACED WITH SAME. YOU CANNOT SUBSTITUTE A BATTERY ONLY DETECTOR FOR A HARDWIRED/ELECTRIC DETECTOR IF THE STRUCTURE WAS BUILT WITH IT.

IF THE HOME WAS BUILT PRIOR TO 1977 WITHOUT HARDWIRED DETECTORS, 10-YEAR BATTERY SMOKE DETECTORS MUST BE INSTALLED ON EACH LEVEL AND IN THE SAME LOCATIONS AS MENTIONED.

SMOKE AND CO COMBINATION DETECTORS CAN BE USED IN ALL CONFIGURATIONS.

IN SOME INSTANCES, THE KITCHEN IS NEAR A BEDROOM, A PHOTOELECTRIC TYPE OF DETECTOR SHOULD BE INSTALLED AT LEAST 10 FEET FROM THE STOVE.

IF YOU HAVE A CENTRAL OR LOW VOLTAGE SYSTEM, AN ALARM TEST OF THE SYSTEM WILL BE NEEDED TO PASS AND SYSTEM MONITORING NEEDS TO BE MAINTAINED. IF MONITORING WAS CANCELLED, IT MUST BE RE-ESTABLISHED TO HAVE A TEST PERFORMED.