



Borough of
RUTHERFORD
Office of Building and Zoning

Thomas Delia
Zoning Officer/
Code Enforcement

176 Park Avenue | Rutherford, NJ 07070 | 201-460-3000 Ext 3178

CERTIFICATE OF ZONING COMPLIANCE APPLICATION

Residential

Applicant Information

CHECK ONE: CERTIFICATE OF ZONING COMPLIANCE TRANSFER OF TITLE CERTIFICATE (please see note)

Fee: \$100

Check made to "Borough of Rutherford" or exact cash

Transfer of Title Certificate: is only if the residence will not be occupied (i.e. the owner will undergo major renovations). A letter must be provided from your attorney stating this fact.

Current Owner's Name:	Current Owner's Phone number:
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Street address of residence being sold:	Apt/Unit	Floor	Block	Lot
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Buyer(s) Full Name - as to be typed on Certificate:	Buyer's Phone number:
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Buyer Email Address (one of the buyers):

Is this a rental property? YES NO

If so, what is buyer's mailing address?

Name and Phone number of who to call for inspections:	Phone:
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Name of person completing form: <input type="checkbox"/> Owner <input type="checkbox"/> Agent	Phone:
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How would you like the certificate? Pick Up Email / Email Address:

Who to call if you are picking up the certificate? Name:	Phone:
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Are you aware of any open permits within the Township? Yes No

Have you had a final CO from the Building Dept within the last 90 days? Yes No

Current Closing Date:	State Current Use (1 family, 2 family, condo, co-op)	State Future Use if changing
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Disclaimer

This certificate of Zoning Compliance is issued pursuant to the provisions of the Borough of Rutherford and is not a Certificate of Occupancy issued in accordance with the provisions of the Uniform Construction Code.

****CERTIFICATES WILL BE ISSUED NO SOONER THAN 24 HOURS AFTER PASSED INSPECTION****

Applicant Signature _____ Date: _____

Applicant Email _____

Office Use Only

Block:	Lot:	Fee: \$100	Check#:	Cash <input type="checkbox"/>	Initial:
<input type="checkbox"/> Property Requires Lead Inspections		Date: _____		<input type="checkbox"/> Certificate Provided	
Lead Payment:	Amount Paid:	Check #	Cash <input type="checkbox"/>	Initial:	



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Check List
Residential Certificate of Zoning Compliance

Fee: \$100 Exact cash or check made payable to "Borough of Rutherford"

- 1.) **Outstanding Permits**- Open or Outstanding permits must have final inspections and be **closed**. The CZC inspection will not be scheduled until all permits are closed. Residents who are selling their home should call the office ahead of time at 201-460-3010 to ensure this is taken care of.
- 2.) **Street Numbers**- Numbers to your house should be visible in case of an emergency, numbers should have 1/2 inch stroke a minimum of 3 (three) inches in Height and must be visible from the street.
- 3.) **Accessory Structures**- Garages, fences, sheds and walls must be kept in good state of repair and maintained.
- 4.) **Sidewalks, stairs, driveways and walkways**- Shall be kept in good state of repair and maintained free from hazardous conditions. Repairs are O.K. if tripping hazards are not created.
- 5.) **Garages attached or inside the house**- The fire resistive rating at time of construction must be maintained. All the holes that were made for repairs to plumbing or for electrical wiring must be properly patched. Any door leading to the dwelling must be equipped with a listed self-closing device capable of closing the door, i.e.; U.L. Listed closing devices.
- 6.) **Sump Pumps** - No Sump pumps are to discharge to the sewer.
- 7.) **Pressure relief discharge PIPE**- The pipe is required on heating units and water heaters; it cannot be reduced to from (3/4 to 1/2 inch) Pipe & should discharge no more than 6 inches off the floor. Yes, a permit was needed to replace the water heater.
- 8.) **Clearances to Combustibles**- Provide required space around fuel burning appliances. Follow manufacturer requirements.
- 9.) **Roofs, leader pipe and water runoff**- The roof shall be sound, tight & not have defects that admit rain. The leader pipes should terminate at the ground & discharge the water away from your foundation & not into the neighbor's yard.
- 10.) **3-Family and above**- Please note that all 3-family and above are subject to an inspection by the Bureau of Fire Safety. The Certificate of Zoning Compliance cannot be issued until the Fire Marshal gives his approval. Please schedule your inspection at 201-460-3011



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Smoke Alarm Requirements

Basic Installation Requirements: Smoke alarms shall be UL Listed and are to always be installed in accordance with the manufacturer's installation instructions. Smoke alarms are not to be installed within 3' of a bathroom or kitchen door opening, or within 3' of the airflow path of a heating or air conditioning register. Smoke alarms are not to be installed within 3' of the end of ceiling fan blades. See diagram below for correct smoke alarm placement. Fire alarm/security systems shall have operating, testing, and maintenance instructions maintained on-site.

Basement Level: The basement smoke alarm is to be installed in the immediate vicinity of the stairway leading to the basement. The smoke alarm is to be installed on the floor joist in open joist construction (unfinished), or on the drywall ceiling or other interior finished ceiling material. The smoke alarm shall not be located in the stairway.

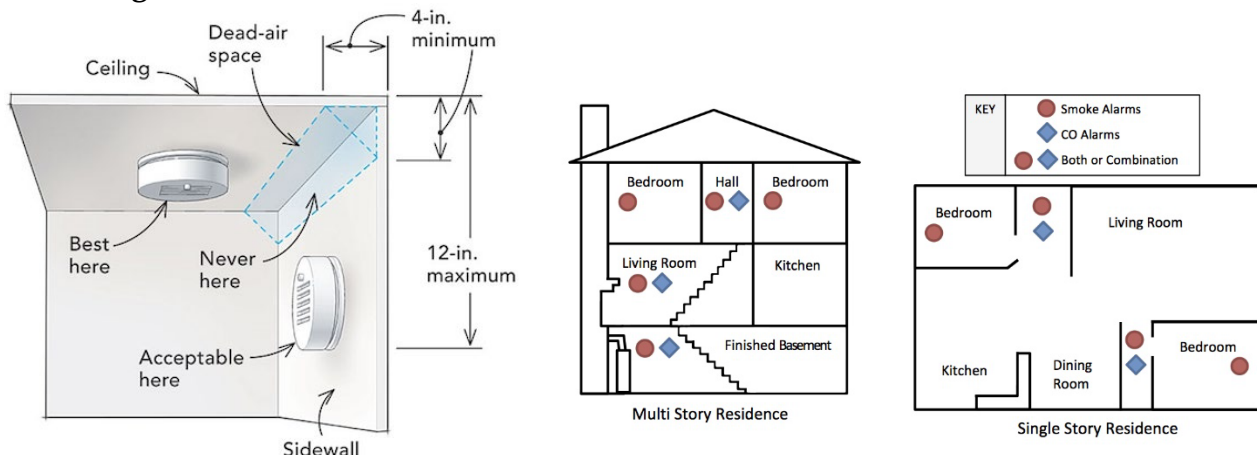
Living Area and/or First Floor: The first floor or living area smoke alarm is to be installed in the living room or other room located near the stairway leading to the floor above. The smoke alarm may be installed on the ceiling or wall (see diagram below) and is not to be located in the stairway or within 3' of the kitchen door or opening.

Bedroom Areas: The bedroom area smoke alarm is to be located in the hall or area outside of the bedrooms in the immediate vicinity of the bedroom doors. It is not to be installed within 3' of the bathroom door. See diagram below for placement options.

Attic Area: The attic area smoke alarm shall be located in the attic near the top of the stairs from the floor below. See diagram below for placement options. Smoke alarms are not required in unfinished/uninhabitable attics.

Smoke alarms shall be mounted on the ceiling at least 4" from the wall or on the wall with the top of the alarm not less than 4" and not more than 12" below the ceiling at its highest point. Smoke alarms are to never be installed within 3' of a kitchen or bathroom door, and never within 3' of the ends of ceiling fan blades.

Source: NFPA 72 National Fire Alarm Code





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Carbon Monoxide Detector Requirements

New Jersey Uniform Fire Code NJAC 5:70-4.19 requires carbon monoxide detectors/alarms be installed and maintained outside of each separate sleeping area within each dwelling unit. A carbon monoxide alarm or detector should be located in the immediate vicinity outside of each separate sleeping area or bedroom(s). If more than one sleeping area is located on the same story or level additional carbon monoxide detectors/alarms may be required. Carbon monoxide detectors or alarms may be battery-operated, hard-wired or of the plug-in type, may be battery-operated, hard-wired or the plug-in type, may be ceiling or wall mounted in accordance with the manufacturer's instructions and shall be listed and labeled by UL and shall be installed in accordance with the above requirements and NFPA-720. Combination smoke/carbon monoxide alarms are acceptable. Carbon monoxide detectors are not required in buildings that do not contain a fuel-burning device or appliances or have an attached garage.

10.07.15 RBFS

Fire Extinguisher Requirements

New Jersey P.L. 1991, c. 92 (C.52:27D-198.1), requires all one and two-family dwellings at a change of occupancy be provided with a portable fire extinguisher, in addition to the requirements for smoke and carbon monoxide detectors. This provision does not apply to seasonal rental units. This act was signed into law on April 14, 2005 with an effective date of November 1, 2005. The requirements for the type and placement of the extinguishers are as follows:

- 1.) At least one portable fire extinguisher shall be installed in all one and two family dwellings (except seasonal rental units) upon change of occupancy
- 2.) The extinguisher shall be listed, labeled, charged, and operable
- 3.) The size shall be no smaller than 2A:10B:C rated for residential use and weigh no more than 10 lbs
- 4.) The hangers or brackets supplied by the manufacturer must be used
- 5.) The extinguisher must be located within 10 feet of the kitchen
- 6.) The top of the extinguisher must not be more than 5 feet above the floor
- 7.) The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items
- 8.) The extinguisher must be near a room exit or travel path that provides an escape route to the exterior
- 9.) The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher
- 10.) The extinguisher must be installed with the operating instructions clearly visible



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Lead Inspection Requirements

Effective July 22, 2022, New Jersey P.L.2021, Chapter 182 requires all rental single-family, two-family, and multiple family units to be inspected for lead hazards. If hazards are identified, the owner must remediate through abatement or interim control measures. Additional information regarding this law can be found at <https://www.nj.gov/dca/divisions/codes/resources/leadpaint.html>.

The following dwellings are exempt from this law and do not require an inspection:

- Dwellings that have been certified to be free of lead-based paint either after an abatement is completed or an evaluation has confirmed there is no lead-based paint in the dwelling.
- Dwellings constructed during or after 1978.
- Multiple dwellings that have been registered with the DCA as a multiple dwelling for at least 10 years, either under current or previous owner, and has no outstanding lead violations from the most recent cyclical inspection.
- Seasonal rental dwellings which are rented for less than 6 months.

There are several lead evaluation and lead abatement contractors in our area. For a complete list please visit https://www.nj.gov/dca/divisions/codes/offices/leadhazard_abatement.html and click the links for the appropriate lists.

Do not hesitate to contact the zoning office for more information or guidance regarding this matter.