

THIS FORM MUST COMPLETED AND RETURNED BEFORE CERTIFICATE OF OCCUPANCY IS ISSUED

City of South Amboy

140 North Broadway • South Amboy, New Jersey 08879
www.southamboynj.gov

Building Dept.

Phone: (732) 525-5927

Fax: (732) 727-6139

Revenue Dept.

Phone: (732) 525-5924

Fax: (732) 727-2430

PROPERTY ADDRESS: _____

BLOCK _____ LOT _____ QUAL _____ SEWER ACCT# _____

ESTIMATED CLOSING DATE: _____

SELLER
NAME: _____

SELLERS NEW ADDRESS: _____

SELLERS PHONE: _____ and _____
HOME PHONE CELL PHONE

E-Mail: _____

BUYER
NAME: _____

BUYERS ADDRESS: _____

BUYERS PHONE: _____ and _____
HOME PHONE CELL PHONE

E-Mail: _____

ATTORNEY (holding escrow for outstanding municipal charges, i.e. tax or sewer)

NAME: _____

ADDRESS: _____

PHONE: _____ E-Mail: _____

ADDITIONAL COMMENTS: _____

FOR CITY USE ONLY

APPLICATION FEE: _____ Check# _____ DATE: _____

Fire Code

Smoke Detectors

As of January 1, 2019, each level of your home, including the basement, is required to have a smoke detector, and the smoke detector must be a 10-year sealed battery-powered single station unit. If, however, the home has an alternating current (A/C) powered single or multiple-station smoke alarm system that was installed with the original construction, the smoke detector units do not need to be replaced. A "level" is typically defined as a floor level separated by three or four steps from another floor. In the basement, the smoke detector should be located on the ceiling beam at the bottom of the stairs.

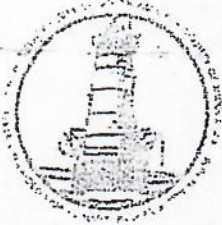
In addition, you must also install smoke detectors in every separate sleeping area, and specifically, within 10 feet of each bedroom door. Also, if there is a loft or attic area that can be used as living space with a headspace of 7 feet or more, a smoke detector is often required. If a home has an alarm or central station monitoring place, the homeowner must be able to provide the alarm company name, know how to silence the alarm, and reset the code after the inspector performs a test.

Carbon Monoxide Alarms

Similar to smoke detectors, a single -station carbon monoxide alarm should be placed in the immediate vicinity of sleeping areas, according to New Jersey's Fire Law. Some towns also require that each floor has a carbon monoxide alarm. In the case of carbon monoxide alarms, the units can be battery-operated, hard wired, or plug in. If the home has combination monoxide and smoke alarm smoke alarm single station devices, these alarms must similarly be 10- year stationed battery units.

Fire Extinguishers

- The extinguisher must be labeled, charged, and operable
- Extinguishers must be 10 feet of the kitchen and located in the path of egress, or near the way out.
- Units must be readily accessible and visible.
- Extinguishers must be mounted using the manufacturers hanging bracket, so the operating instructions are clearly visible.
- The extinguisher cannot weigh more than 10 pounds
- Extinguishers must be an approved type with a minimum rating of 2A-10B:C
- Upon inspection of the home, the owner's manual or written operational instructions must be provided and left for the new occupant
- The unit must be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or the home owner must have a receipt for a recently purchased extinguisher
- When the unit is mounted, the top cannot be more than five feet above the floor.



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HOUSING INSPECTION GUIDELINES FOR OBTAINING A CERTIFICATE OF OCCUPANCY

This is a list of the most common violations found. A full inspection of the property will be performed and a certificate for re-sale will not be issued if property is not 100% compliant with the current property maintenance code

1. Address numbers for structure must be visible from street.
2. All yards around structure must be free from weeds and debris.
3. Maintain a clear path to and in front of the electrical panel, free of storage and other obstructions.
4. All electrical receptacles, switches and junction boxes must be properly covered as per BOCA National Property Maintenance Code.
5. Extension cords are not to be used as a substitute for permanent wiring and may not be fastened to or run through walls or ceilings, or under floor coverings.
6. All combustibles (paper, rags, etc.) must be stored at least three feet from furnace and water heaters. Access to furnace room required.
7. All water heaters shall be installed with a cold water shut off and pressure relief valve with down spout. Gas heaters must have a gas shut off valve.
8. Windows must open easily and held in position by window hardware. There must be no cracked or broken glass or other glazing.
9. Door windows used for ventilation must have access screens.
10. All appliances must be installed as per manufacturer's specifications.
11. Stairs more than three rises high must have a handrail on at least one side of the stair case. Every open portion of a stair, landing or balcony that is more than thirty inches above the grade below must have guardrails.
12. All plumbing fixtures must be properly installed, connected and in working order.
13. Smoke detectors must be working and installed on each level of dwelling (including the basement). A CO detector must be in the vicinity of all bedrooms.
14. Any construction found to be done without required permits may be subject to fines of up to \$2,000 per week. In such a case, all required permits and inspections must be obtained. Any outstanding permits must have final approvals.
15. All utilities must be on at time of inspection.
16. Door between garage and living area must be solid core.
17. A fire extinguisher (minimum 2.5 lb.) must be mounted in the kitchen area.

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Joanne Katko, CTC
Tax/Utility Collector

Phone: (732) 525-5924
Fax: (732) 727-2430
E-mail: katkoj@southamboynj.gov

HOW TO FINAL A SEWER ACCOUNT

1. All sewers bills are based on water consumption based on readings provided to the City by Middlesex Water Company. The Office of the Collector is responsible for the billing and collection of sewer utility charges. These charges are billed quarterly for each 90 day period as follows:

1 st qtr	period September to November	-	January bill due February
2 nd qtr	period December to February	-	April bill due May
3 rd qtr	period March to May	-	July bill due August
4 th qtr	period June to August	-	Oct bill due Nov
2. All utility charges which remain unpaid by November 11, are subject to the same tax sale law as property taxes.
3. **If a final bill is required for a closing (due to the sale of property)** the water must first be finaled with Middlesex Water (732-634-1500). The City requires a copy of the original finaled water bill to be faxed or emailed to our office with the name, fax or e-mail of the attorney or title company responsible for payment. The final sewer bill will be calculated and returned to the attorney or title company as instructed.
4. If you fail to obtain a final water bill before the closing, the owner of record will be responsible for the entire amount of the quarterly sewer bill and will need to contact their attorney or title company for resolution.
5. Tax Collector requires 5 business days to process a final sewer once all requested information is provided.

Middlesex Water Company
1500 Ronson Rd.
Iselin NJ 08830
732-634-1500