



Chris Souza
Construction Official
Nicholas DeAngelis
Director of Community Development
Brian Banda
Zoning Official

Township of Belleville

152 WASHINGTON AVENUE
BELLEVILLE, NEW JERSEY 07109
(973) 450-3410

Community Development
Departments
Construction
Zoning
Code Enforcement
Planning & Economic Development
Engineering

CODE ENFORCEMENT DEPARTMENT APPLICATION FOR A RESIDENTIAL RESALE CERTIFICATE

Date of Inspection: _____ Fee \$\$: _____

Block # _____ Lot # _____ M.O. or Check #: _____

Re-Inspection: _____ Received by: _____

____ ONE-FAMILY/CONDO \$225.00

____ TWO-FAMILY \$300.00

____ THREE-FAMILY \$300.00

**EACH ADDITIONAL UNIT \$50.00

STREET ADDRESS: _____

NAME OF OWNER: _____

PHONE/CELL #: _____ BUSINESS #: _____

EMAIL: _____

NAME(S), ADDRESS, PHONE#, AND EMAIL OF APPLICANT IF DIFFERENT FROM OWNER:

HAS THE ABOVE PROPERTY BEEN SUBJECT TO ANY PRIOR APPLICATION BEFORE THE
ZONING BOARD OF ADJUSTMENTS OR PLANNING BOARD TO THE APPLICANT'S
KNOWLEDGE? YES _____ NO _____

DATE: _____ APPLICANT: _____

NAME(S), PHONE#, AND EMAIL OF POTENTIAL BUYER:

PURCHASED PRICE \$\$: _____



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ZONING PERMIT FEE - \$100.00 TYPE OF APPLICATION-CHECK ONE:

☐	MINOR RESIDENTIAL-ALTERATION	☐	ALTERATIONS TO MULTI-FAMILY AND/OR
☐	RESIDENTIAL-RESALE	☐	NON-RESIDENTIAL STRUCTURES-SIGNS
☐	RESIDENTIAL-ALTERATION	☐	NEW NON-RESIDENTIAL STRUCTURE CONSTRUCTION
☐	NEW SINGLE-FAMILY STRUCTURE	☐	CERTIFICATE OF NON-CONFORMITY
☐	NEW MULTI-FAMILY STRUCTURE	☐	CHANGE OF OCCUPANCY
☐	NEW TWO-FAMILY STRUCTURE	☐	SHED- SIZE

PLEASE PRINT:

1. APPLICANT'S NAME: _____ ADDRESS: _____
2. PROPERTY OWNER'S NAME: _____ PHONE NO.: _____
PROPERTY OWNER'S ADDRESS: _____ EMAIL: _____
3. LOCATION OF PROPERTY FOR WHICH ZONING PERMIT IS DESIRED: ZONE: _____
STREET ADDRESS: _____ BLOCK: _____ LOT: _____
4. USE OF PROPERTY: RESIDENTIAL ____; COMMERCIAL ____; OFFICE ____; INDUSTRIAL ____; OTHER ____
DESCRIBE PRESENT USE: _____
DESCRIBE PROPOSED USE: _____
5. DESCRIBE PROPOSED CONSTRUCTION, ALTERATIONS, ADDITIONS OR CHANGES AT THE SUBJECT SITE:

6. IS A CHANGE OF OCCUPANCY OR TENANCY INVOLVED IN THIS APPLICATION: _____ YES _____ NO
7. DO YOU PRESENTLY OWN OR HAVE YOU EVER OWNED PROPERTY ADJACENT TO THE SUBJECT SITE:
YES _____ NO _____
8. HAS THE SUBJECT PREMISES BEEN THE SUBJECT OF PRIOR APPLICATION TO THE ZONING BOARD OF ADJUSTMENT
OR PLANNING BOARD TO THE APPLICANTS KNOWLEDGE. _____ YES _____ NO;
IF YES STATE DATE: _____ BOARD: _____ RESOLUTION # _____
DISPOSITION OF APPLICATION: _____

APPLICANT'S SIGNATURE

PRINT NAME (APPLICANT)

PROPERTY OWNER'S SIGNATURE OR DESIGNATED AGENT

PRINT NAME (OWNER)

OFFICE USE ONLY:
BASED ON THE INFORMATION SUBMITTED AND THE REQUIREMENTS OF THE TOWNSHIP ZONING ORDINANCE, YOUR
APPLICATION FOR A ZONING PERMIT IS HEREBY:

APPROVED _____ DENIED _____

COMMENTS ON DECISION: _____

BRIAN BANDA, ZONING OFFICIAL

DATE



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CODE ENFORCEMENT DEPARTMENT

SMOKE DETECTOR/CARBON MONOXIDE COMPLIANCE APPLICATION ORDINANCE #2572

DATE: _____

ADDRESS: _____

OWNER PROPERTY: _____

TELEPHONE # () _____ WORK # () _____

REQUESTED BY: _____ OWNER _____ PURCHASER _____

USE GROUP: (1) FAMILY _____ (2) FAMILY _____
\$25.00 \$50.00

SIGNATURE OF APPLICANT:



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N.J.A.C. 5:70-4.19 is a New Jersey Uniform Fire Code regulation outlining safety requirements for one- and two-family homes (and R-3/R-4 structures) upon a change of occupancy. Before selling, leasing, or transferring a home, owners must pass an inspection to obtain a Certificate of Compliance for smoke alarms, carbon monoxide alarms, and portable fire extinguishers.

Smoke Alarm Requirements

- **Placement:** Locate on every level of the home (including basements and finished attics) and outside each separate sleeping area. Unfinished attics and crawl spaces are excluded.
- **Power & Type:** Maintain existing hardwired or interconnected systems. For non-hardwired locations, 10-year sealed battery-powered single-station alarms are required.
- **Age limit:** Alarms must not be more than 10 years old from the date of manufacture.

Carbon Monoxide (CO) Alarm Requirements

- **Placement:** Install within 10 feet of all sleeping areas.
- **Exemptions:** Not required if the dwelling has no fuel-burning appliances (like gas stoves, oil/gas heat) and no attached garage.

Portable Fire Extinguisher Requirements

- **Location:** Within 10 feet of the kitchen, visible, unobstructed, and in the normal path of egress.
- **Mounting:** Mounted on the manufacturer's hanging bracket so operating instructions are clear, with the top no more than 5 feet off the floor.
- **Rating & Size:** UL-listed and labeled with a minimum rating of 2A-10B:C and a total weight of no more than 10 pounds.
- **Certification:** Must be tagged and serviced by a certified New Jersey Division of Fire Safety contractor within the past 12 months, or accompanied by a recent retail receipt of purchase.

Where to Locate Detectors:

Detectors are to be located on every level of residence, basement, first floor, second floor, excluding crawl spaces and unfurnished attics and in every separate sleeping area, between sleeping areas and living areas such as kitchen, garage, basement, or utility room. In homes with only one sleeping area on one floor, a detector is to be put in the hallway outside the bedrooms as shown in figure 1. In single floor homes with two separate sleeping areas, two detectors are required outside each sleeping area as shown in figure 2. In multi-level homes, detectors should be located outside sleeping areas and at every finished level of the home as shown in figure 3. Basement level detectors should be located at the bottom of basement stairwells as shown in figure 4.

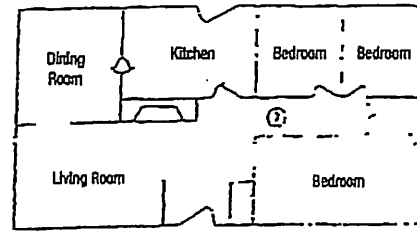


Figure 1.

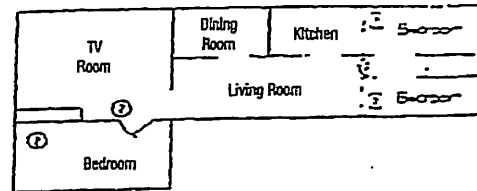


Figure 2.

Where not to Locate Smoke Detectors:

To avoid false alarms or improper operations, avoid installation of smoke detectors in the following areas:

Kitchens: Smoke from cooking may cause a nuisance alarm.

Bathrooms: Excessive steam from shower may cause a nuisance alarm.

Forced Air Ducts used for heating and air conditioning: Air movement may prevent smoke from reaching detectors.

Near Furnaces of any type: Air and dust movement and normal combustion products may cause nuisance alarms.

"The Dead Air Space" where the ceiling meets the wall as shown in figure 5.

The Peak of an A-Frame Type Ceiling: Dead Air at the top may prevent smoke from reaching detector.

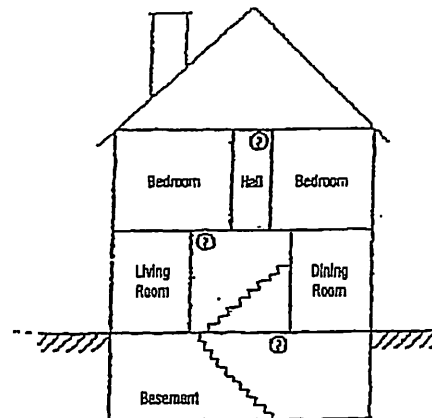


Figure 3.

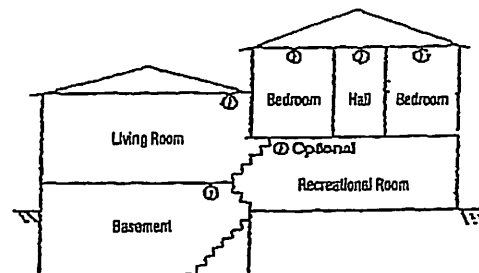
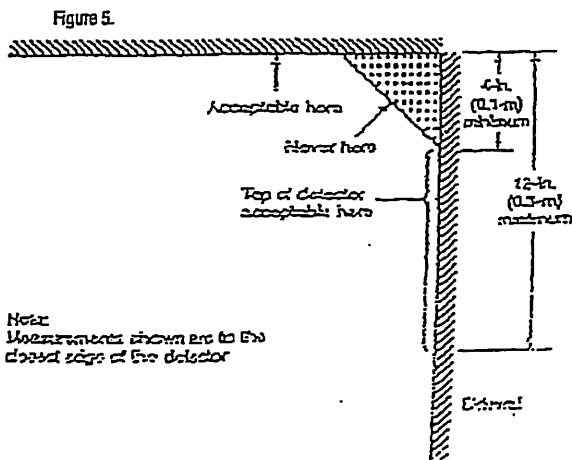


Figure 4.

① indicates required smoke detector

Two (2) Family Dwelling
Smoke detectors shall be in the basement area, in the vicinity of the bedrooms, and also front hallway and back hallway on each level



Checklist for Residential Homes and Condos

- ☐ At least 1 portable Fire Extinguisher shall be installed in all one or two family dwellings and condos in the kitchen area.
- ☐ Carbon monoxide detectors on all levels.
- ☐ Smoke detectors up and in working order on all levels (Including finished walkup attics.)
- ☐ Outside of property must be free of trash debris, high grass weeds, and no accumulation of any kind.
- ☐ Foundation walls must be free from open cracks, breaks, and shall be kept in good condition.
- ☐ All exterior walls shall be free from holes, breaks, and loose or rotting materials and in good general repair.
- ☐ Roof Drainage, roof drain, gutters, and down spouts shall be in good condition and working.
- ☐ Fences, sheds, and pools and decks shall be in (good) working condition and must have a permit on file and comply with the township.
- ☐ Handrails are required on 4 or more risers and properly secured on all interior and exterior locations.
- ☐ Every open portion of stair, landing, balcony, deck shall have a guardrail.
- ☐ A tail pipe if required on water heaters a maximum of 6" off the ground.
- ☐ Electrical fixtures shall be secured (outlet cover, switch plate cover).
- ☐ G F CI (ground fault outlets) are required in all kitchen and bath areas where water is present.
- ☐ All basement renovations, additions, re-models are subject to permits and inspections if there are no township records.
- ☐ Hard metal duct needed on dryer exhaust.