

## WEST WINDSOR FIRE AND EMERGENCY SERVICES

### Smoke / Carbon Monoxide Detector and Fire Extinguisher Certificate of Compliance

To schedule a Smoke / Carbon Monoxide Detector and Fire Extinguisher Compliance Inspection please call the main West Windsor Municipal Building phone number at (609) 799-2400 and ask the receptionist to transfer you to the Division of Fire and Emergency Services office. You will need the Block and Lot number of your property to schedule.

The inspection fee is \$75.00 (due at time of inspection) and is requested in the form of a check made payable to West Windsor Township. The Certificate will be valid for 45 days and will be issued at the time of inspection. If 45 days passes before a property goes to closing, a second inspection will be required. A property that fails inspection will be required to have deficiencies corrected and re-inspected. A subsequent fee of \$75.00 will be required for failed or expired inspections.

Inspections are completed between normal business hours on Tuesdays, Thursdays, and in the morning on Saturdays. On Tuesdays and Thursdays you will be given a morning (9:30am to noon) or afternoon (1:30pm-4pm) block to pick from. Saturday inspections are completed in the morning between 9:30am and noon.

Someone must be at the residence during the time period selected. Specific times are not given under any circumstances nor are calls able to be made from the crews doing the inspections. The crews completing the inspections also respond to emergency calls, so specific times are not possible.

If you prefer, a lockbox may be used on vacant residences only to avoid waiting on premise for the inspection. You may provide the code when scheduling the inspection. Only combination type lock boxes are acceptable. All residences inspected with the lock box option MUST be completely empty and clear of any personal items and furnishings.

There are three (3) requirements for receiving a Smoke / Carbon Monoxide Detector and Fire Extinguisher Certificate of Compliance on a resale or re-rental of property in West Windsor Township.

#### **1. Smoke Detectors.**

Smoke Detectors are required to be installed on each level of the home including the basement.

##### **Pre 1977 Homes**

Ranch Style Homes, one floor.

Smoke Detectors and Carbon Monoxide Detectors need to be located within 10 feet of all bedrooms in the hallway.

Two Story Homes

1<sup>st</sup> floor, foyer area.

2nd floor within 10 feet of all bedrooms.

Basement level ceiling at bottom of staircase or 5”  
from ceiling on side wall.

\*Note: Homes built prior to 1977 are most times battery operated, unless an addition has been added and home had to be brought up to code. Homes built after 1977 are electric interconnected, and newer ones have battery backup.

### **Post 1977 Homes**

We inspect what the building code required at the time a house was built. Most residences will have interconnected (when one detector sounds, all others will also sound) smoke detectors on each level of the residence including the basement. Newer residences will have the above PLUS one smoke detector in each bedroom, all with a battery backup. The configuration your residence has will depend on the date it was built and when the initial Certificate of Occupancy was issued by the Construction Department. The easiest way to figure this out is to make sure what existed when you bought your home is the same as when you sell it.

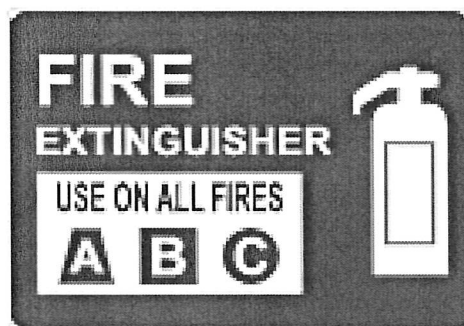
## **2. Carbon Monoxide Detectors.**

Carbon Monoxide Detectors shall be located within 10 feet of all bedrooms in the hallway, NOT inside the bedrooms. They can be either plug-in type or battery operated.

If there is no electrical outlet present in the hallway, a battery powered carbon monoxide detector may be installed. In all cases the manufacturer's instructions shall be followed.

## **3. Fire Extinguishers**

Any rated "ABC" extinguisher shall be allowed. This will be determined by verifying the manufacturer's label states the portable fire extinguisher is rated for "ABC" use. All manufacturers clearly identify this on the packaging as required. Two examples are below:



The extinguisher is to be readily available under the kitchen sink, inside the kitchen cabinet. It does NOT need to be mounted to the cabinet.

**THIS STATEMENT IS TO BE FILED WITH THE MUNICIPAL CLERK**

**LANDLORD IDENTITY REGISTRATION REGULATIONS**

**5:29-1.1 APPLICABILITY**

(A) PURSUANT TO N.J.S.A. 46:8-28 AND 46:8-29, THE FORM PRESCRIBED BY THIS SUBCHAPTER IS REQUIRED TO BE GIVEN BY LANDLORDS TO TENANTS IN SINGLE UNIT DWELLINGS AND IN TWO-UNIT DWELLINGS THAT ARE NOT OWNER-OCCUPIED AND TO **BE FILED IN THE OFFICE OF THE CLERK OF THE MUNICIPALITY IN WHICH ANY SUCH SINGLE UNIT DWELLING OR TWO-UNIT DWELLING IS SITUATED.**

(B) TENANTS IN MULTIPLE DWELLINGS ARE REQUIRED TO BE GIVEN A COPY OF THE CERTIFICATE OF REGISTRATION FILED WITH THE BUREAU OF HOUSING INSPECTION IN ACCORDANCE WITH N.J.S.A. 55:A-12, N.J.S.A. 46:8-28 AND N.J.A.C. 5:10-1.11.

*(CONTACT THE BUREAU OF HOUSING INSPECTION, P.O. BOX 810, TRENTON, NEW JERSEY 08010 - 609-633-6240 FOR REGISTRATION APPLICATIONS FOR BUILDINGS WITH THREE OR MORE DWELLING UNITS)*

**THIS FORM IS TO BE FILED WITH THE MUNICIPAL CLERK AND DISTRIBUTED TO TENANTS**

**LANDLORD IDENTITY STATEMENT**  
**ONE AND TWO-UNIT DWELLING REGISTRATION FORM**  
**N.J.A.C. 5:29-1.2 THROUGH 5:29-2.2**

**BUILDING ADDRESS:**

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**PURSUANT TO N.J.S.A. 46:8-27 THROUGH 37**

**5:29 1.2 ONE AND TWO-UNIT DWELLING REGISTRATION FORM**

**(A) THE FORM OF THE CERTIFICATE OF REGISTRATION TO BE FILED WITH THE MUNICIPAL CLERK AND DISTRIBUTED TO TENANTS BY OWNERS OR NON-OWNER OCCUPIED ONE AND TWO-UNIT DWELLINGS SHALL BE SUBSTANTIALLY AS FOLLOWS:**

1. THE NAME AND ADDRESSES OF ALL RECORD OWNERS OF THE BUILDING OR OF THE RENTAL BUSINESS (INCLUDING ALL GENERAL PARTNERS IN THE CASE OF A PARTNERSHIP ARE AS FOLLOWS:

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2. IF THE RECORD OWNER IS A CORPORATION, THE NAME AND ADDRESSES OF THE REGISTERED AGENT AND OF THE CORPORATE OFFICERS ARE AS FOLLOWS:

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/\_/RECORD OWNER IS NOT A CORPORATION.

3. IF THE ADDRESS OF ANY RECORD OWNER IS NOT LOCATED IN THE COUNTY IN WHICH THE DWELLING IS LOCATED, THE NAME AND ADDRESS OF A PERSON WHO RESIDES IN THE COUNTY AND IS AUTHORIZED TO ACCEPT NOTICES FROM A TENANT, TO ISSUE RECEIPTS FOR THOSE NOTICES AND TO ACCEPT SERVICE OF PROCESS ON BEHALF OF THE OUT - OF COUNTY RECORD OWNER(S) ARE AS FOLLOWS:

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/-/ THE ADDRESSES OF ALL RECORD OWNERS IN THE COUNTY IN WHICH THE DWELLING IS LOCATED:

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4. THE NAME AND ADDRESS OF THE MANAGING AGENT ARE AS FOLLOWS:

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/-/ THERE IS NO MANAGING AGENT.

5. THE NAME AND ADDRESS OF (INCLUDING DWELLING UNIT, APARTMENT OR ROOM NUMBER) OF THE SUPERINTENDENT, JANITOR, CUSTODIAN OR OTHER PERSON EMPLOYED TO PROVIDE REGULAR MAINTENANCE SERVICE ARE AS FOLLOWS:

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/\_/THERE IS NO SUPERINTENDENT, JANITOR, CUSTODIAN OR OTHER PERSON EMPLOYED TO PROVIDE REGULAR MAINTENANCE SERVICE

6. THE NAME, AND ADDRESS AND TELEPHONE NUMBER OF AN INDIVIDUAL REPRESENTATIVE OF THE RECORD OWNER OR MANAGING AGENT WHO MAY BE REACHED OR CONTRACTED AT ANY TIME IN THE EVENT OF AN EMERGENCY AFFECTING THE DWELLING OR ANY DWELLING UNIT, INCLUDING SUCH EMERGENCIES AS THE FAILURE OF ANY ESSENTIAL SERVICE OR SYSTEM, AND WHO HAS AUTHORITY TO MAKE EMERGENCY DECISIONS CONCERNING THE BUILDING, INCLUDING THE MAKING OF REPAIRS AND EXPENDITURES, ARE AS FOLLOWS:

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7. THE NAMES AND ADDRESS OF ALL HOLDERS OF RECORDED MORTGAGES ON THE PROPERTY ARE AS FOLLOWS:

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/\_/ THERE IS NO RECORDED MORTGAGE ON THE PROPERTY.

8. IF FUEL OIL IS USED TO HEAT THE BUILDING AND THE LANDLORD FURNISHES THE HEAT, THE NAME AND ADDRESS OF THE FUEL OIL DEALER SERVICING THE BUILDING AND THE GRADE OF FUEL OIL USED ARE AS FOLLOWS:

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/\_/THE BUILDING IS NOT HEATED BY FUEL OIL.

/\_/THE BUILDING IS HEATED BY FUEL OIL, BUT THE LANDLORD DOES NOT FURNISH HEAT

DATE

LANDLORD OR AUTHORIZED REPRESENTATIVE

SAMPLE COPIES OF THIS FORM MAY BE OBTAINED FROM PRIVATE SOURCES OR FROM:

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF CODES AND STANDARDS  
BUREAU OF HOMEOWNER PROTECTION  
OFFICE OF LANDLORD-TENANT INFORMATION  
P.O. BOX 805  
TRENTON, NEW JERSEY 08625-0805

SEND COMPLETED FORMS TO TENANTS AND MUNICIPAL CLERKS ONLY  
THE OFFICE OF LANDLORD TENANT DOES NOT RETAIN COPIES