



**Borough of Elmwood Park  
FIRE PREVENTION BUREAU**

182 Market Street  
Elmwood Park, New Jersey 07407  
Phone: 201-796-1457 x221 Fax: 201-796-1365

**APPLICATION PACKET  
FOR  
DWELLING SMOKE DETECTOR,  
CARBON MONOXIDE DETECTOR,  
&  
FIRE EXTINGUISHER  
CERTIFICATIONS**

**\*TO BE COMPLETED\***

**BY:**

**\*\*SELLER OR LANDLORD\*\***

**PLEASE READ**

ALL applicants must see the Building Department and fill out their application as well as scheduling an inspection with them for approval.

In Addition, check the smoke detector and fire extinguisher section for updated information. Keep in mind that if during the inspection, if ANY PART of the building is not accessible, an additional inspection fee will be charged as per Borough Ordinance Chapter 14. Please make sure all requirements are met by reading through the entire packet. By signing the application, you acknowledge you have read and understand all the requirements set forth in this application packet. All detector and fire extinguisher locations are described inside.

**OFFICE HOURS**- Monday through Friday 8:00am to 1:00pm,  
1:00pm to 4:00pm by appointment only  
as no one may be in the office

**INSPECTION TIMES**- Weekdays 9:00am to 11:00am, other times by appointment only



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***Dwelling Certificate, Smoke, CO Detector, and Fire Extinguisher  
Inspection Procedures***

See separate sheet for detector and fire extinguisher information

1. An application shall be obtained from Fire Prevention Bureau at 182 Market Street, Elmwood Park, NJ 07407. All inspections are conducted in accordance with the New Jersey Uniform Fire Code and Local Borough Ordinance.
2. You must visit the Elmwood Park Building Department and also fill out the Building Departments application for inspection as well. That can be done by visiting the Building Department. All applications shall be ***\*completed in their entirety\**** then returned in person to the Fire Prevention Bureau. At this time the appropriate fee is to be paid. An inspection date and time will be scheduled. Inspections are scheduled on a first come, first serve basis. Inspections are conducted on weekdays between 9:00am and 11:00am. An adult (18 years or older) must be present at the property at the time of the inspection.
3. The seller or landlord must sign the application. Faxed or emailed signatures are acceptable and will be deemed as original signatures. All faxes and/or copies **MUST** be legible and full size or they will **NOT** be accepted.
4. At the time of the inspection, access must be provided to **ALL** areas of the structure. If areas are inaccessible, the inspection will fail and a re-inspection date shall be set up by calling the Fire Prevention Bureau at 201-796-1457 x221 and an additional fee may be required.
5. After a completed inspection and no other violations are noted a certificate shall be issued.
6. The certificate is to be picked up at the Fire Prevention Bureau or may be given out at time of inspection provided all requirements are met.  
**NO CLOSING OR TENANT OCCUPANCY SHALL TAKE PLACE WITHOUT THE  
CERTIFICATE OF INSPECTION**
7. Please call the Fire Prevention Bureau if you have any further questions after completely reading the information.
8. Cash, money orders or checks made out to "**Borough of Elmwood Park Fire Prevention**" are the only acceptable methods of payment.



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**Smoke Detector, Carbon Monoxide Detector, and Fire Extinguisher Information**

All inspections MUST comply with current Borough and State laws governing smoke detectors, carbon monoxide detectors and fire extinguishers.

**Starting on January 1, 2019,**  
**ALL detectors must be of a 10-year sealed battery type.**

**\*\* HOMES BUILT 1990 TO PRESENT SHALL HAVE THE FOLLOWING: \*\***

- Electric Detectors with battery back-up - **ALL INTERCONNECTED**
- One on each level
- Within 10 feet of each bedroom
- In each bedroom
- CO Detector within 10 feet of each sleeping area

*(The interconnected alarms with battery back-up need not be the 10-year sealed battery units. This is the **ONLY** exception. Interconnected alarm systems shall be maintained as installed)*

**WHERE TO LOCATE SMOKE DETECTORS:**

UL approved detectors are to be located on every level of a residence (basement, 1<sup>st</sup> floor, 2<sup>nd</sup> floor, etc.) excluding crawl spaces and unfinished attic areas with pull down type stairs. They can be battery-operated or electric. All Smoke Detectors shall be located on the ceiling or wall as described below and within 10 feet of every bedroom. If there are no bedrooms on a level, then they must be placed within 10 feet of the stairway on that particular level. If there are more than two separate sleeping areas on a level, then two or more detectors are required, depending on how many remote bedrooms are present. Multi-Family houses shall have one in the common areas and one on each landing in the stairwells.

NOTE: Smoke detectors are to be permanently affixed to walls and/or ceiling areas with manufacturer provided screws. Under no circumstances are they to be installed with double-stick tape or Velcro. Ideally smoke detectors are placed on ceilings. They must be less than 10 years old unless otherwise recommended by the manufacturer. It will be the owner's responsibility to check the detectors age and operability prior to the inspection.



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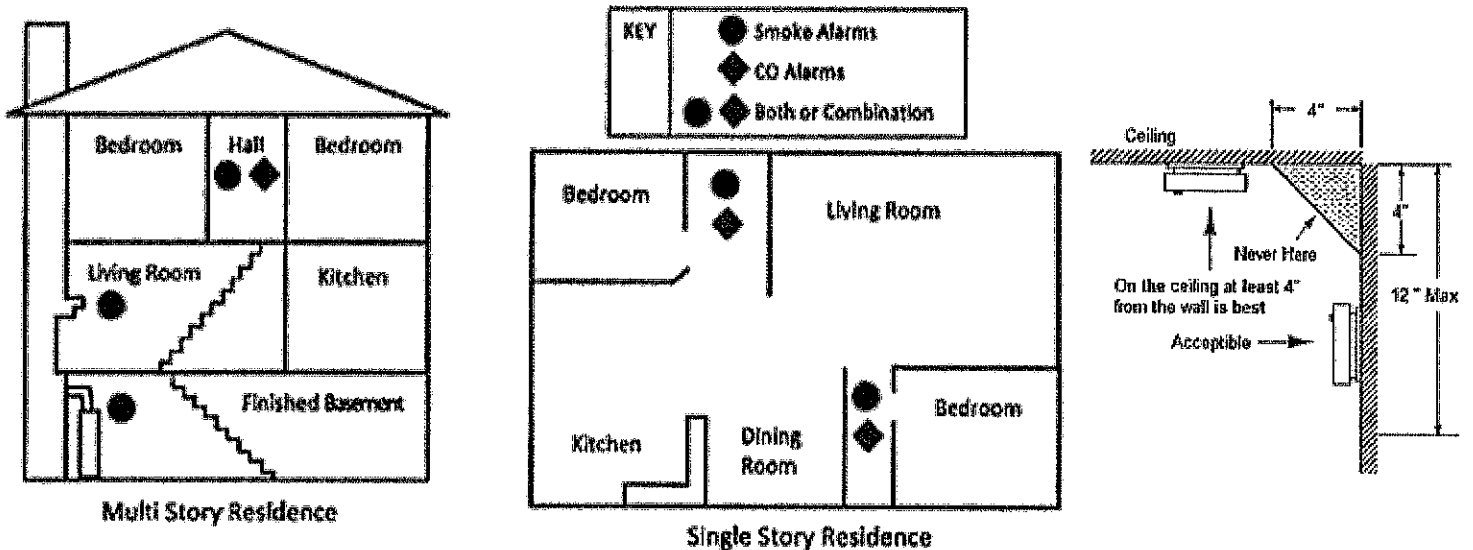
**WHERE NOT TO LOCATE SMOKE DETECTORS:**

To avoid false alarms and/or improper operation, do not place detectors in the following areas:

- Kitchens- unless it has bedrooms located directly off of the Kitchen, then a PHOTOELECTRIC detector is required.
- Bathrooms- excessive steam from a shower may cause a nuisance alarm.
- Near forced air ducts used for heating or air conditioning- air movement may prevent smoke from reaching detector.
- Near furnaces of any type- air and dust movement and normal combustion products may cause a nuisance alarm.
- The peak of an "A" frame type of ceiling- "Dead Air" at the top may prevent smoke from reaching detector.

**CARBON MONOXIDE DETECTORS:**

Alarms may be battery-operated or electric and listed according to UL 2034, and must be dated accordingly and installed within 10 feet of all sleeping areas as per manufacturer's instructions and NFPA-720. If there are sleeping areas on more than one floor additional CO detectors will be required.





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**THE GUIDELINES FOR FIRE EXTINGUISHERS ARE AS FOLLOWS:**

- At least one (1) portable fire extinguisher shall be installed in all dwellings within 10 feet of the kitchen and located in the path of egress to the exterior.
- It shall have a minimum rating of 2A-10B:C and no more than 10 pounds.
- It shall be listed, labeled, charged, and operable.
- It must be mounted in a bracket or hanger supplied by the manufacturer, hung in a visible, readily accessible spot, free from being blocked by furniture, storage, equipment, and other items. The top of the extinguisher shall be mounted no higher than five feet (5') above the floor. Fire Extinguishers **SHALL NOT** be mounted in closets or cabinets.
- The owner's manual or written operation instructions shall be provided during the inspection and left for the new occupant.
- The extinguisher shall be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or the seller must have a receipt for a recently purchased extinguisher.

**FEE SCHEDULE:**

Rental unit inspection fee \$100.00 per unit  
Single family residential sale inspection fee \$100.00  
Two family residential sale inspection fee \$125.00  
Three family residential sale inspection fee \$150.00  
Four family residential sale inspection fee \$175.00  
Five family residential sale inspection fee \$200.00

**NO SHOW FEE-** \$25.00

**FIRST** Reinspection for failure- \$25.00  
**SECOND** Reinspection for failure- \$60.00

\*All Applications must be completed in their ENTIRETY\*