

## Application

### Certificate of Continued Occupancy-Rentals

**Fee: \$75.00**

Address \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Landlord Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Approval EMAIL to: \_\_\_\_\_ Rental Registration \_\_\_\_\_

Tenant's Name \_\_\_\_\_ Date of Occupancy \_\_\_\_\_

**Others in Household:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Name \_\_\_\_\_ Relationship \_\_\_\_\_

**Apartment # \_\_\_\_\_**

**Please indicate rooms available in the Rental Unit.**

Kitchen \_\_\_\_\_ Living Room \_\_\_\_\_ Dining Room \_\_\_\_\_ Other \_\_\_\_\_

Number of Bathrooms \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_

**Must be signed by Landlord or Representative**

*I certify that the foregoing statements are true. I am aware that if any of the statements made by me are willfully false, I am subject to punishment.*

**Certification of Compliance and in Working Order:**

Smoke \_\_\_\_\_ Carbon Monoxide \_\_\_\_\_ Fire Extinguisher \_\_\_\_\_

\_\_\_\_\_  
Signature of Landlord

\_\_\_\_\_  
Date

The Borough of Butler has adopted and enforces the New Jersey State Housing Code. The complete code is available at the Municipal Building. As an example of parts of the Code that may apply to this property are:

1. Every dwelling unit shall be provided with a safe supply of potable water meeting the standards as set forth in the New Jersey Safe Drinking Water Act regulations. 5:28-1.3
2. Every dwelling unit shall contain a kitchen sink of non-absorbent impervious material, at least one flush type water closet, a lavatory, and a bathtub or shower, available only for the use of occupants of that dwelling unit. Every kitchen sink, lavatory, and bathtub or shower shall be connected to both hot and cold water lines. 5:28-1.4
3. Every habitable room shall have at least one window or skylight facing directly to the outdoors. Every dwelling shall be provided with electric service. Every habitable room shall contain at least two separate wall type electric convenience outlets, or one such convenience outlet and one ceiling or wall type electric light fixture. No temporary wiring shall be used except extension cords which run directly from portable electric fixtures to convenience outlets, and which do not lie under rugs or other floor coverings nor extend through doorways, transoms, or other openings through structural elements. 5:28-1.6
4. Every dwelling shall have heating facilities which are properly installed and are capable of safely and adequately heating all habitable rooms, bathrooms, and water closet compartments located therein to a temperature of at least 68 degrees Fahrenheit when the outside temperature is zero degrees F. Unvented portable space heaters, burning solid, liquid, or gaseous fuels shall be prohibited. 5:28-1.8
5. Every dwelling unit shall contain at least 150 square feet of floor space for the first occupant thereof and at least 100 additional square feet of floor space for every additional occupant. Every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet of floor space, and every room for sleeping purposes by more than one occupant shall contain at least 50 square feet of floor space. 5:28-1.11

**This list is not all inclusive. It is the responsibility of the Landlord to obtain the full set of regulations.**

## **Smoke and Carbon Monoxide Detectors & Fire Extinguisher Certification Requirements**

Types of Detection Required: Battery, electric and electric with battery backup detectors are acceptable.

1. Carbon Monoxide (CO) Detectors must be installed in any family living unit containing a fuel-burning appliance, fireplace, woodstove or having an attached garage.
2. Existing CO electrical detectors must operate as designed and may not be replaced with battery operated detectors. If the existing electrical detectors work, but the location or amount is unsatisfactory, any additional detectors required may be battery operated.
3. Smoke Detectors have a life expectancy of 7 –10 years, and should be replaced with new detectors after 10 years. Dates of manufacture can be located on the detector.

### **Location of Smoke Detectors**

Smoke Detectors shall be located one per each level of the home, within 10 feet of every bedroom door, between the door and the living area.

1. The basement detector must be mounted on the basement ceiling, within 3 feet of the stairwell.
2. When installed on the wall, smoke detectors must be placed no less than 6 inches, or more than 12 (twelve) inches from ceiling.
3. Cathedral ceilings are considered a level and must have a smoke detector within 12 inches measured vertically of the highest point.

### **Location of Carbon Monoxide Detectors**

Carbon Monoxide Detectors shall be centrally located outside of each sleeping area, within 10 feet of every bedroom door. The detector shall be listed in accordance with UL-2034, and be installed in accordance with the manufacturer's instructions.

### **Fire Extinguishers**

Each structure, other than a seasonal rental unit, shall also be equipped with at least one portable fire extinguisher. Portable fire extinguisher means an operable portable device, carried and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire, and which is: [1] rated for residential use consisting of an ABC type; [2] no more than a 10 pound rated extinguisher; [3] mounted within 10 feet of the kitchen area, unless otherwise permitted by the enforcing agent.