

2026

Borough of Butler

One Ace Road, Butler, New Jersey 07405

973-838-7200 x224 Zoning@butlerborough.com Fax: 973-838-3762



CCO APPLICATION for SALE of RESIDENTIAL PROPERTY

CCO # H26-_____

Block _____ Lot _____ Street Address _____

1. Seller's Name _____ Phone #: _____

Address (if other than above) _____

2. BUYER'S Name _____

Current Address _____ CSZ _____ Phone # _____

The buyer intends to Occupy the single family structure _____, or Rent it _____?

3. Seller's Attorney _____ Phone # _____

4. Buyer's Attorney _____ Phone # _____

5. Number of dwelling units _____ (**Fee is \$200 per residential unit**) **FEE MUST ACCOMPANY APPLICATION.**

Cash or Check payable to Borough of Butler, 1 Ace Rd. Borough is not permitted to accept credit cards for payment.

OR you may submit the application and payment directly on-line at: <https://www.butlerborough.com/cn/webforms>

6. Property has an Above Ground Pool _____ Built-in Pool _____ Hot tub/Spa _____

7. If a copy of your survey is available, please attach it to the application.

8. The proper Smoke/Carbon Monoxide Detectors must be in proper working order. Per Butler Ordinance Chapter 101M(7)(b) there will be a \$25 Re-Inspection Fee for each Inspection Failure regarding the Smoke and Carbon Monoxide Detectors. Fee must be paid before the Inspector re-inspects.

9. Date of Closing_____

10. Your approved CCO is e-mailed to you and to whomever you wish. Please Print Clearly

Email: _____ Email: _____

Email: _____ Email: _____

Email: _____ Email: _____

Seller's Attorney

Buyer's Attorney

To Set Up an Appointment to Conduct the Inspections, the Fire Inspector must Contact:

Name: _____ Phone: _____

Minimum of 7 Full Business Days Notice Required for Inspections!

Print Applicant's Name _____

Applicant's Signature _____

Date _____

\$200 Fee/Unit
Enclosed

See other side for new requirements.

Selling of Residential Properties in Borough of Butler

Under Borough of Butler Ordinance, Chapter 143-177, a Continued Certificate of Occupancy is required. All structures on the property and the condition of the yard areas must conform to the Borough's Property Maintenance Ordinance Chapter 180. Also included, but not limited to:

1. House number must be clearly visible, at least 2 1/4 inches high and in contrast with the background color.
2. Pools & Hot tubs: Proper fence enclosures and gates. Necessary zoning and construction permits must be on file.

Pools/Hot tubs

1. All pools must have a fence or wall at least 48 inches high around the pool area. Above ground pools at least 48 inches above ground level generally satisfy this requirement. Fences must meet the minimum state requirements.
2. All gates having access to the pool area must be at least 48 inches in height, opening out, self-closing, self-latching. The release must be at least 54 inches above ground level. This applies to above ground pools, too.
3. If there are no permits for the pool and/or a hot tub, the CCO will not be issued until the permits are procured and satisfactory inspections are done by the Building Department.

Smoke and Carbon Monoxide Detectors Certification Requirements

Smoke Alarms. Any home constructed with 110-volt electrically powered, interconnected smoke alarms must maintain that system in working order and may **not** be converted to battery-operated alarms.

All smoke alarms must be less than 10 years old and UL listed. Any new smoke alarm **must** be a sealed 10-year life unit.

Any home constructed prior to the code requirements for 110-volt powered smoke alarms must have at least one (1) battery-operated smoke alarm on every level of the home, including the basement and habitable attic. Additional alarms would be required in attics and crawl spaces under the home if they contain the boiler/furnace, water heater or other combustion-producing appliances.

All smoke alarms must be permanently mounted to the ceiling. If ceiling mounting is not possible, the alarm should be permanently mounted on the wall, at least four (4) inches down from the ceiling, with the bottom of the alarm within twelve (12) inches of the ceiling. Smoke alarms must be at least four (4) inches away from the **wall/ceiling corner** (see Diagram A).

Smoke alarms are required to be located in the hallway/outside bedrooms within ten (10) feet from all bedroom doors (Diagram B).

Basement smoke alarms should be located in close proximity to the bottom of the basement stairs.

When required, crawl space and attic smoke alarms should be located within arm's reach of the entrance to the space.

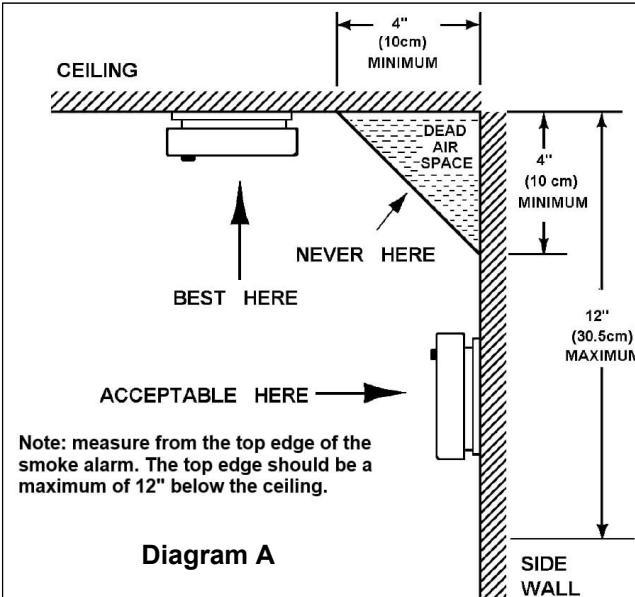


Diagram A

Carbon Monoxide Alarms must be located on all levels that have bedrooms. They are required to be located in the hallway/outside bedrooms within ten (10) feet of all bedroom doors.

Carbon monoxide alarms may be electrically hardwired as part of the smoke alarm system, electrically powered plug-in type, or battery.

Combination smoke/carbon monoxide alarms must be permanently mounted to the ceiling at least four (4) inches away from the ceiling/wall corner.

Battery operated carbon monoxide alarms must be permanently mounted in accordance with the manufacturer's instructions (normally wall mounted, approximately four (4) to six (6) feet above floor level.)

Plug-in electrically powered carbon monoxide alarms may be plugged directly into an electrical outlet that is located in the hallway/outside the bedroom and within ten (10) feet of the bedroom doors.

Effective September 1, 2018, the following requirements regarding Fire Extinguishers for resale will be enforced under the new NJ Uniform Fire Cod Requirements:

1. The extinguisher shall be within 10 feet of the kitchen and located in the path of egress directly to the exterior of the home. Doors that lead to a deck without stairs or to a garage are not considered exits.
2. If the kitchen has a door, it must be mounted in the kitchen.
3. It must be readily accessible and not obstructed from view.
4. It must be mounted using the manufacturer's hanging bracket so the operating instructions are clearly visible.
5. It must have a minimum rating of **2A-10:BC** and no more than 10 pounds.
6. It 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 recently purchased extinguisher.
7. The owner's manual or written operation instructions shall be provided during the inspection and left for the new occupant.
8. The top of the extinguisher shall not be more than five feet above the floor.

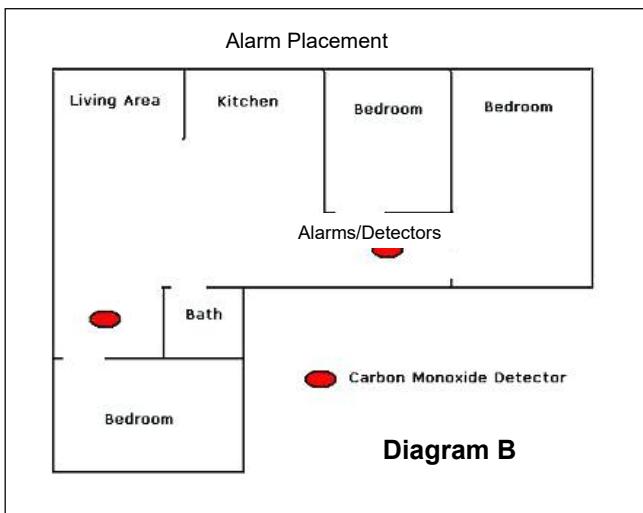


Diagram B

