



Building Department

Information About CCO Applications

The CCO applications can ONLY be submitted online from our website, www.leonianj.gov.

Go to the Building Department page and scroll down to the Online Forms section as shown below.

ONLINE FORMS

- [Residential Certificate of Continued Occupancy for Resale or Rental \(CCO\) Application](#)
- [Commercial Certificate of Continued Occupancy for Resale or Rental \(CRO\) Application](#)

The link selected will take you to the online application form. Please fill in all required information and attach all required documents as shown below.

RESIDENTIAL RENTALS

1. Copy of the lease
2. Mechanical Certification letter from a licensed Plumber or Mechanical professionals stating that all Mechanicals in the home (i.e. water heater, furnace, boiler, A/C, dryer – vent is clean) have been inspected to be in good working condition. The certification must be within the past 12 months. If the home doesn't have any mechanicals, then this certification letter is not required.
3. *Lead Paint Certification letter from a private lead evaluation contractor who is certified by the Department of Community Affairs. There will be an administration fee of \$50 to the Borough and a \$20 fee to the State of New Jersey. Alternatively, the homeowner or the landlord can pay a \$220 fee to have a certified employee of the Borough to perform a visual inspection of the property and it includes the administration fee and the fee to the state.*
4. All first-time landlords are required to complete the Landlord Identity Registration Form.

RESIDENTIAL REALES

1. The new owner's information must be entered.
2. The Property Record Card, which can be obtained from our Tax Department, must be attached.

INSPECTIONS

All CCO inspections are conducted on Tuesdays, Wednesdays, and Thursdays.

FEES

Fees must be paid prior to the inspection to lock in the inspection date.

The initial inspection fee is determined based on when the inspection is scheduled:

- Within 7 days: \$100
- Within 14 days: \$75
- 15 days or greater: \$50
- **Reinspection fee: \$50**



RENTAL REQUIREMENTS

Note: This list is not all inclusive, other items may be noted upon inspection.

ATTENTION: PERMITS AND APPROVALS ARE REQUIRED FOR ANY RECENT CONSTRUCTION AND ALL OPEN PERMITS MUST HAVE A FINAL INSPECTION BEFORE A CRO INSPECTION CAN BE SCHEDULED.

- Smoke Alarms- Ten-year sealed battery or hardwired must be installed. (See attachment)
- Carbon Monoxide Detectors-Must be installed within 10' of each sleeping area. (See attachment)
- Fire Extinguishers- A portable fire extinguisher shall be installed. (See attachment)
- A copy of the lease must be provided with all rentals at the time of application.
- Property card from the Tax Department must match what we are inspecting.
- Inspecting the rental for any work that was performed without the proper permits.
- Rental units must be vacant, clean and ready for re-occupancy at the time of inspection.
- Floors, walls, ceilings must be free from dirt, mold, mildew, cracking or flaking paint. Floors must be free from any tripping hazards and be maintained in good repair.
- GFCI outlets shall be installed in all kitchens, bathrooms, laundry rooms, unfinished basements, garages and all exterior applications. Exterior outlets must have protective covers or be in enclosures.
- If rental unit has a fire place or wood burning stove, they must be certified safe and clean for use by a certified chimney company. NOTE: We will need the certificate (valid for 1 year from date of issue.) before the CRO inspection can be scheduled.
- Extension cords cannot be used as a substitute for permanent wiring.
- Electrical power, gas and water must be turned on for the inspection.
- Mechanicals in a one- or two-family house must be inspected by a heating professional and certify that everything is in working order. NOTE: We will need the certificate (valid for 1 year from date of issue before the CRO inspection can be scheduled. (Mechanicals can include, but is not limited to, Water Heater, Furnace, Boiler, Dryer & A/C)
- Exterior stairs, decks and porches shall be free from any loose boards or loose cement, maintained and equipped with approved handrails/guardrails.
- Interior steps/stairwells shall be equipped with approved handrails/guardrails.

- There shall be an approved cover on all outlets, switches and junction boxes.
 - Windows must be operable and all cracked windows must be replaced. Screens shall be installed on every window.
 - Buildings shall have approved address numbers placed in a position to be plainly legible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4" in height with a stroke of ½"
 - Entrance doors must be self- closing and latch when a door enters a common area. Doors providing access to a dwelling unit, rooming unit or house -keeping unit that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need of keys, special knowledge or effort and shall have a minimum lock throw of 1".
 - No signs of infestation.
 - Clothes dryer must be inspected by a professional and must certify that the unit is operating properly and free from lint. NOTE: We will need that certificate (valid for 1 year from date of issue) before the CRO inspection can be scheduled.
 - No open penetrations in walls or ceilings.
 - Occupancy load will be 2 individuals and children under the age of 4 to every approved bedroom.
 - Sidewalks and walkways must be maintained in good repair and free from any tripping hazards.
 - Pools- Pools must be inspected by a professional and a bonding certificate shall be issued. NOTE: We will need that certificate (valid for 1 year from date of issue.) before a CRO inspection can be scheduled.
 - No obvious leaks or damaged or missing shingles.
 - Renter must return Borough of Leonia Parking Hang Tag(s) to Borough Administration before a CRO inspection can be scheduled.
- **THIS INSPECTION IS VISUAL ONLY. IT SHOULD NOT BE CONSIDERED A GUARANTEE OR WARRANTY OF ANY KIND****

RESIDENTIAL RESALE REQUIREMENTS

- Property card from Tax Department must match what we are inspecting.
- Working smoke and carbon monoxide alarms. (See attachment)
- Fire Extinguisher- A portable fire extinguisher shall be installed. (See attachment.)
- Looking for any work that was performed without the proper permits.
- Entrance doors must be self-closing and latch when a door enters a common area. Doors providing access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a deadbolt

lock designed to be readily openable from the side from which egress is to be made without the need of keys, special knowledge or effort and shall have a minimum lock throw of 1".

-No open penetrations in walls or ceilings.

-Exterior stairs, decks, porches shall be free from any loose boards or loose cement, maintained and equipped with approved handrails/guardrails.

-Interior steps/stairwells shall be equipped with approved handrails/guardrails.

-Sidewalks and walkways must be maintained in good repair and free from any tripping hazards.

-Certificate of code status from Fire Prevention

-Owner must return Borough of Leonia Parking Hang Tag(s) to Borough Administration before a CRO inspection can be scheduled.

****THIS INSPECTION IS VISUAL ONLY. IT SHOULD NOT BE CONSIDERED A GUARANTEE OR WARRANTY OF ANY KIND****

COMMERCIAL RESALE REQUIREMENTS

-All window/door glazing must be intact and free from cracks or broken glass.

- Extension cords cannot be used as a substitute for permanent wiring.

- There shall be an approved cover on all outlets, switches and junction boxes.

- GFCI outlets shall be installed in all kitchens, bathrooms, laundry rooms, unfinished basements, garages and all exterior applications. Exterior outlets must have protective covers or be in enclosures.

-Interior and exterior steps/stairwells shall be equipped with approved handrails/guardrails.

-Sidewalks, driveways, steps, parking areas shall be in good repair.

-Surrounding area shall be free of debris, weeds, and other plant growth.

-All exterior surfaces shall be in good repair.

-A recent copy of the Certificate of Inspection from the Fire Prevention Bureau within the last 12 months must be submitted.

-No outstanding Property Maintenance violations.

-All sewer fees must be paid up to date.

-Taxes must be paid up to date.

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ATTENTION

EFFECTIVE JANUARY 1, 2019 ANY
BATTERY POWERED SMOKE ALARM
INSTALLED IN A ONE AND/OR TWO
FAMILY DWELLING OR WITHIN A
DWELLING UNIT OF A MULTIPLE
DWELLING BUILDING SHALL BE A

**TEN YEAR SEALED BATTERY-
POWERED SINGLE STATION
SMOKE ALARM**

LISTED IN ACCORDANCE WITH ANSI/UL
217.

PLEASE NOTE:

All CRO Applications must now be accompanied by a current property card. You can request this in the Leonia Tax Office.



PLACEMENT OF SMOKE DETECTORS AND FIRE EXTINGUISHERS FOR ONE AND TWO FAMILY RESIDENCES

The New Jersey State Uniform Safety Act, N.J.S.A.52:27D-198.1 states:

A structure used or intended to be used for residential purposes by not more than two households, shall have a smoke-sensitive alarm device on each level of the structure and outside each separate sleeping area in the immediate vicinity of the bedrooms and located on or near the ceiling in accordance with the National Fire Protection Association standard No. 74-1984. The smoke sensitive device shall be tested and listed by a product certification agency recognized by the Division of Fire Safety.

***** IMPORTANT INFORMATION *****

***** Since 1984, any "new" one or two family home built in the State of New Jersey was required to install electric "hard-wire interconnected" smoke detection as per the Uniform Construction Code. A "low-voltage supervised smoke detection system" may be installed in lieu of the hard wired system, but shall remain in working order and supervised by a central station alarm company. A test report and central station confirmation for the low voltage system shall be required and presented to the CCO inspector.**

Any home built prior to 1984 can have battery powered smoke detectors.

WHERE TO PLACE SMOKE & CARBON MONOXIDE DETECTORS

Basement area: The basement smoke detector shall be installed in the basement within 10 feet of the bottom of the basement stairway. If installed on an open joists ceiling, the detector shall be placed at the bottom of the joists. For finished ceilings see note below.

Living area and/or First Floor: The living area smoke detector shall be installed in the living room and/or near the stairway leading to the upper level.

Bedroom areas: The bedroom areas smoke detector shall be located in the hall of the area outside of the bedrooms, within 10 feet of any bedroom door. In units with more than one bedroom area or with bedrooms on more than one floor, a detector is required within 10 feet of each bedroom. **"CARBON MONOXIDE DETECTORS ARE ONLY REQUIRED WITHIN 10' OF BEDROOMS."**

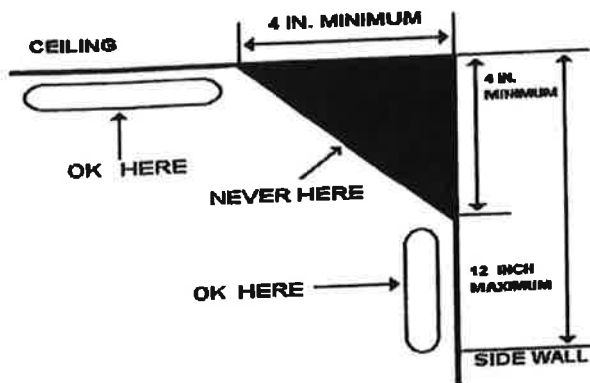
Finished attics only: The attic area smoke detector shall be located in the attic near the stairway from the floor below. The detector shall be placed as noted below. Remember if there is a bedroom in the attic the detector must be within 10 feet of the bedroom door.

NOTE: Smoke detector shall be mounted on the ceiling at least 4 inches from the wall or on the wall with the top of the detector not less than 4 inches or more than 12 inches from the ceiling at its highest point.

Smoke Detectors shall not be placed in the following locations:

- Within 5' of a kitchen
- Within 3' of an attic fan, air handler return, a/c or heat vent or the tip of ceiling fan blades.
- Within 3' of a bathroom door

The following images are provided to aide in the placement of your devices:



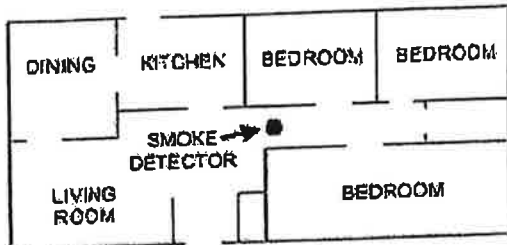
The following are the most common items the inspection will address other than smoke and carbon monoxide detectors:

1. Smoke detectors cannot be more than 10 years old.
2. There is no sump pump or any unauthorized water connection to the sanitary sewer.
3. All open construction permits are inspected, approved and closed.
4. The general visual inspection reveals any item that could be considered hazardous or an imminent danger.

Please consult the following diagrams, which show where detectors are required for certain houses:

CENTRALIZED BEDROOMS

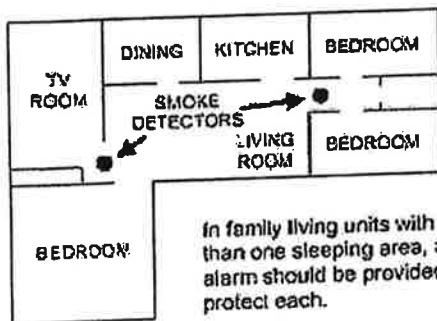
Shall have a minimum of (1) smoke detector and (1) carbon monoxide detector within (10) feet of each sleeping area. (Combo units are acceptable)



A smoke alarm should be located between the sleeping area and the rest of the family living unit.

NON-CENTRALIZED BEDROOMS

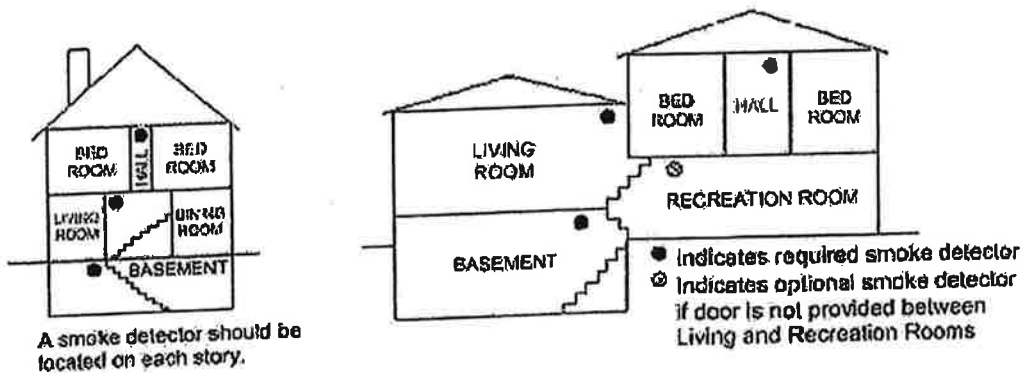
Shall have a minimum of (1) smoke detector and (1) carbon monoxide detector within (10) feet of each sleeping area. (Combo units are acceptable)



In family living units with more than one sleeping area, a smoke alarm should be provided to protect each.

MULTI-LEVEL HOMES

Shall have a minimum of (1) smoke detector on each level. If there are multi-level bedrooms, (1) carbon monoxide detector required within (10) feet of each sleeping area.



A smoke detector should be located on each story.

● Indicates required smoke detector
⊙ Indicates optional smoke detector if door is not provided between Living and Recreation Rooms



Regulations for Fire Extinguishers on All Sales and Rentals of Residential Dwellings

The New Jersey Division of Fire Safety has implemented regulations regarding the installation of Fire Extinguishers, at the change of occupancy, in all residential dwelling units which are sold, leased, or rented, effective November of 2005.

Please note the following regulations and installation requirements which shall be followed:

1. One fire extinguisher shall be installed upon the change of occupancy.
2. The fire extinguisher shall be listed, labeled, charged, and operable.
3. The size of the fire extinguisher shall be a minimum of 5 pounds and not greater than 10 pounds, "ABC" extinguisher for residential use. Classification 2-A:10-B:C
4. The fire extinguisher must be installed on the hanger or bracket supplied by the manufacturer.
5. The fire extinguisher shall be located in the kitchen or visible within 10 feet of the kitchen and in the path of egress.
6. The top of the fire extinguisher must not be higher than five feet from the floor.
7. The fire extinguisher must be visible, and in a readily accessible location, free from obstructions (Furniture, storage, or other items)
8. The fire extinguisher must be placed near a room exit or travel path that provides an escape route to the exterior of the home.
9. The fire extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the unit.
10. The fire extinguisher must be installed with the operating instructions and labeling clearly visible.

Fire extinguishers are to be MOUNTED and in plain site within 10 feet of the kitchen. They should NOT be placed in cabinets or closets where they can be blocked.

For further information on SMOKE DETECTORS, CARBON MONOXIDE DETECTORS and FIRE EXTINGUISHER PLACEMENT, consult the DIVISION OF FIRE SAFETY in TRENTON, NEW JERSEY.



Construction Code Communicator



State of New Jersey Department of Community Affairs Philip D. Murphy,
Governor Lt. Governor Sheila Y. Oliver, Commissioner

[Redacted]

(Reprint of GovConnect Notice sent to Municipal Clerks, Administrators, and Housing Authorities on March 1, 2022)

Please be advised that last July the Governor signed P.L. 2021, c. 182 into law. This Lead Law addresses lead based paint in rental housing, one of the biggest sources of lead exposure for children. The signing of this law marked a major step forward in our efforts to end childhood lead poisoning.

Specifically, this law pertaining to lead-based paint hazards, residential rental property, and establishing lead-based paint hazard programs was approved on July 22, 2021. The Act takes effect one year following the date of enactment, but the Department of Community Affairs, and municipalities, are authorized to take anticipatory actions necessary for the implementation of the Act. The full text of the act is available online at: *

https://www.njleg.state.nj.us/Bills/2020/PL21/182_PDF.

The act imposes an obligation on municipalities that maintain permanent local agencies for the purpose of conducting inspections and enforcing laws, ordinances, and regulations concerning buildings and structures, to perform inspections of certain single-family, two-family, and multiple rental dwellings for lead-based paint hazards, at times specified in the Act. Municipalities that do not maintain such local agencies shall hire a certified lead evaluation contractor to perform such inspections. A municipality shall permit dwelling owners/landlords to directly hire a certified lead evaluation contractor for this purpose. If lead-based paint hazards are identified, then the owner of the dwelling shall remediate the hazards through abatement or lead-based paint hazard control mechanisms.

As we get closer to the effective date of the Act, the Department will be providing further information on the requirements of the Act and how it is to be implemented. In the meantime, the Department encourages municipalities to begin to familiarize themselves with the requirements of the bill and to begin to prepare for implementation.

Any questions should be emailed to: LeadLaw21pL182@dca.nj.gov. Municipal clerks are asked to provide this message to any departments that may be responsible for its implementation.

Source: Code Development Unit
(609) 984-7609

Construction Code Communicator



State of New Jersey
Philip D. Murphy, Governor

Department of Community Affairs
Lt. Governor Sheila Y. Oliver, Commissioner

Volume 34, Number 1

Spring 2022

Implementation of P.L. 2021, c. 182 – Lead Based Paint Hazards in Rental Housing

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