As we all navigate the ever changing situation surrounding the COVID-19 reality and operate under the current State of Emergency, the Borough of Glassboro is forced to make some changes to business as usual to protect our residents and employees and help reduce the spread. Effective immediately all requests for “Certificate of Continued Occupancy” inspections will be handled as follows.

When submitting the resale application and inspection fees, the applicant will also ensure the SELLER completes addendum 1 “Convid-19 Temporary Certification Application”. As a part of this application, the Seller will be verifying that all life safety requirements are in place and operating and a minimum of 6 photos of the interior conditions must be submitted. Photographs (short videos) should be emailed to kharrell@glassboro.org. In addition the BUYER shall complete addendum 2 “Convid-19 Temporary Certification Application”. By signing this addendum, the Buyer is acknowledging that an inspection of the interior of the property is being postponed until the State of Emergency is lifted. At that time, the Buyer may be made responsible for correcting any violations noted by the inspectors. It is recommended that this responsibility is considered during settlement. Upon receipt of the above, a visual inspection of the exterior will be conducted by the Borough and a Temporary Certificate of Continued Occupancy (TCCO) will be issued. The condition of the TCCO will be that when the State of Emergency is lifted, an inspection will be scheduled with our office by you for the interior of the dwelling unit.

We thank you in advance for your understanding and wish to stress that we continue to be here to assist our residents.
APPLICATION FOR CONTINUED
CERTIFICATE OF OCCUPANCY

Address of Inspection: ____________________________

Block: ______________ Lot: ______________

Name of Owner(s): ____________________________

Signature of Owner(s): ____________________________

Address: ____________________________ Phone: ______________

Email: ____________________________ Selling price: ______________

Buyers Name: ____________________________

Address: ____________________________ Phone: ______________

Email: ____________________________

Realtor/Agent: ____________________________

Email: ____________________________ Phone: ______________

Single Unit Dwelling - $100.00 2nd Re-inspection - $25.00
(Includes one re-inspection)

Fee Remitted: ______________ Date: ______________ Check #: ______________
Collected by: ______________

In the event that the above listed property is to be a rental, please contact the number above to register the property as a rental per BO Chapter 379.
GLASSBORO BUREAU OF FIRE PREVENTION
10 SOUTH POPLAR STREET
GLASSBORO, NEW JERSEY
PHONE: (856) 881-9230 EXT: 88350
FAX: (856) 863-4690
kdamico@glassboro.org

APPLICATION FOR SMOKE, CO MONITOR &
FIRE EXTINGUisher INSPECTON

Address of Inspection ____________________________________________

Block _______________ Lot __________________

Owner’s Name __________________________________________________________________________

Phone __________________________ Settlement Date __________________

Realtor/Agent __________________________________________________________________________

The application fee for a certificate of smoke alarm, carbon monoxide alarm, and
portable fire extinguisher compliance, as required by N.J.A.C. 5:70-2.3, shall be based
upon the amount of time remaining before the change of occupant is expected, as
follows:

1. Request for a smoke certificate more than 10 business days prior to the change of
   occupant: $45.00
2. Request for a smoke certificate received four to 10 business days prior to the change
   of occupant: $90.00
3. Request for a smoke certificate received fewer than four business days prior to the
   change of occupant: $161.00

Applicant’s Signature ____________________________________________

Official Use Only

Fee Remitted __________ Date __________ Check # __________
ACKNOWLEDGEMENT FOR RENTAL PROPERTY

ADDRESS OF PROPERTY: __________________________________________

BLOCK: ___________ LOT: ___________

RENTAL NOTICE: In the event that the above listed property is to be utilized as a rental property, a certificate of rental registration must be issued by the Chief Housing Officer, as per Borough Ordinance 379-2, prior to occupancy. Please call the Health and Housing at (856)881-9230 ext. 88140.

ISSUANCE OF THIS CERTIFICATE DOES NOT IMPLY HABITABILITY OF BASEMENT OR ATTIC AREAS.

I have read and understand the above rules and regulations regarding the registration of the Rental Property within the Borough of Glassboro.

__________________________________________
Signature of owner

__________________________________________
Name of owner (please print)
Addendum 1

CONVID-19 Temporary Certificate Application

Effective March 18, 2020

I __________________________________________(print name), the Property Owner (Agent) by my signature affixed below do certify to the Borough of Glassboro that I have checked the interior of the dwelling unit at ________________________________ ________________________________ (address) for all life safety requirements and those items on the attached inspection list, corrected any deficiencies, and have found the unit to be in satisfactory condition. I also have provided via email to kharrell@glassboro.org a minimum of six photographs or a short video of the interior conditions. I acknowledge that after an exterior inspection of the property by the Borough a Temporary Certificate of Continued Occupancy may be issued. I additionally understand, that it will be my responsibility to schedule an interior inspection of the unit when the current “State of Emergency” is lifted.

__________________________________________   __________
Signature                                           Date
Addendum 2

CONVID-19 Temporary Certificate Application

Effective March 18, 2020

I ___________________________(print name), the Buyer of the property at ____________________________(address) by affixing my signature below acknowledge that due to the current State of Emergency an interior inspection of the property was not completed by the Borough of Glassboro. The Seller did supply the Borough of Glassboro with signed documentation that the condition of the property is safe and in good repair. After an exterior inspection of the property by the Borough a Temporary Certificate of Continued Occupancy may be issued. I additionally understand, that it will be my responsibility to schedule an interior inspection of the unit when the current “State of Emergency” is lifted.

As the Buyer, I understand I will be solely responsible for correcting any violation noted by the Borough’s inspector.

The Borough of Glassboro recommends this responsibility be considered during settlement and provisions for funds to be held in escrow be discussed with the Seller.

______________________________   _________________________
Signature                      Date
APPLICATION AND 
CERTIFICATION IN LIEU OF
INSPECTION FOR CERTIFICATE
OF SMOKE ALARM, CARBON MONOXIDE
ALARM, AND PORTABLE FIRE
EXTINGUISHER COMPLIANCE

Dwelling Location: __________________________ Lot: __________________________
(not mailing address)
Block: __________________________ Street: __________________________

Municipality: __________________________ County: __________________________

*NOTE: ALL BOXES MUST BE CHECKED IN ORDER FOR CERTIFICATION TO BE VALID

[ ] Smoke alarm on each level of the dwelling, including basements, excluding attic or crawl space; and
[ ] Smoke alarm and carbon monoxide alarm outside each separate sleeping area; and within 10 feet of bedrooms
[ ] All smoke alarms are in working order.  [ ] Carbon monoxide alarm(s) in working order
[ ] Fire extinguisher is the correct size, is properly mounted, and is located within 10 feet of the kitchen

This is a ______ story dwelling  [ ] with  [ ] without a basement.

An inspection shall be conducted by the owner or an authorized representative of the owner. The smoke alarms required above shall be located in accordance with NFPA 74; the carbon monoxide alarm(s) installed per NFPA-720. The alarms are not required to be interconnected. Battery powered alarms are acceptable. Note: AC powered and/or interconnected alarms and smoke detectors installed in homes constructed after January, 1977 shall be maintained in working order. The fire extinguisher is installed per P.L. 2005, c.71 (N.J.S.A. 52:27D-198.1 et seq).

Please mail certificate to: Borough of Glassboro  Phone #: 881-8140
10 Sepia St
Glassboro  Fax #: __________________________
New Jersey  Zip: 08028

Contact person: __________________________ Phone #: __________________________ Closing Date: __________________________

I do hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I will be subject to penalty.

Sworn and subscribed to before me this __________ day of __________________________, 20____.

Notary Signature __________________________  Applicant Signature __________________________

Printed Name __________________________

Note: Once issued, a Certificate is not transferable, nor is a fee refundable. If the change of occupant does not occur within 6 months, a new application shall be required.

FOR OFFICE USE ONLY
Log Number: __________________________  Check Number: __________________________
WHERE TO LOCATE ALARMS:
Alarms are to be located on every level of a residence, (basement, first floor, second floor) excluding crawl spaces and unfinished attics, and in every separate sleeping area, between sleeping areas and living areas such as the kitchen, garage, basement or utility room. In homes with only one sleeping area on one floor, an alarm is to be placed in the hallway outside each sleeping area as shown in Figure 1. In single floor homes with two separate sleeping areas, two alarms are required, outside each sleeping area as shown in Figure 2. In multi-level homes, alarms are to be located outside sleeping areas and at every finished level of the home as shown in Figure 3. Basement level alarms are to be located in close proximity to the bottom of basement stairwells as shown in Figure 4.

WHERE NOT TO LOCATE ALARMS:
To avoid false alarms and/or improper operation, avoid installation of smoke alarms in the following areas:
- Kitchens—smoke from cooking may cause nuisance alarm.
- 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 alarm.
- Near furnaces of any type—air and dust movement and normal combustion products may cause a nuisance alarm.
- The 4 inch “Dead Air” space where the ceiling meets the wall, as shown in Figure 5.
- The peak of an “A” frame type of ceiling—“Dead Air” at the top may prevent smoke from reaching alarm.

FURTHER INFORMATION ON ALARM PLACEMENT:
For further information about alarm placement consult the National Protection Association’s Standard No. 74-1984, titled “Household Fire Warning Equipment.” This publication may be obtained by writing to the Publication Sales Department, National Fire Protection Association, Batterymarch Park, Quincy, MA, 02269.

CARBON MONOXIDE ALARMS are to be located in every separate sleeping area per NFPA 720 and manufacturer’s recommendations.

WHERE TO LOCATE FIRE EXTINGUISHER:
Within 10 feet of the kitchen and located in the exit or travel path; and is visible and in a readily accessible location. The top of the fire extinguisher is not more than 5 feet above the floor and is mounted using manufactures hanger or brackets. Minimum size of 2A:10B:C and weigh no more than 10 pounds, is accompanied with the owners manual or with the proper written instructions. The extinguisher is listed, labeled, charged and operable. The extinguisher must have been serviced and tagged by a contractor certified by the New Jersey Division of Fire Safety within the past 12 months or seller must provide a recent proof of purchasing receipt.
**VIOLATION NOTICE**

**GLASSBORO CODE OFFICE**
10 South Poplar Street
Glassboro, New Jersey 08028
Phone (856) 881-5290 ext. 68359

**NAME:**

**ADDRESS:**

**DATE:**

**TIME:**

I have this day made a visual inspection of this structure and the premises and have found the following violations of Borough and/or State laws:

<table>
<thead>
<tr>
<th>ORDINANCE</th>
<th>EXTERIOR</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>304.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>304.7</td>
<td>Roofing</td>
<td>(Certification) All Deficiencies to be corrected</td>
</tr>
<tr>
<td>304.5-6</td>
<td>Masonry</td>
<td>Cracked Replaced Major Pants Re-point Forage</td>
</tr>
<tr>
<td>304.3-7</td>
<td>Exterior Grounds</td>
<td>Remove All Debris - TRAILER - GARBAGE TRUCKS</td>
</tr>
<tr>
<td>304.3-4</td>
<td>Gutters &amp; Downspouts</td>
<td>Replace As Needed</td>
</tr>
<tr>
<td>304.3-5</td>
<td>Electric Service</td>
<td>Service Line To Meter, Inh Panel Box</td>
</tr>
<tr>
<td>304.1-2</td>
<td>Exterior Doors &amp; Windows</td>
<td>Built To Code, Brick Repair, Re-screws, Paint, EXTERIOR DOORS &amp; WINDOWS</td>
</tr>
<tr>
<td>304.1-3</td>
<td>Door</td>
<td>(Mail Box) On Center, 36&quot; Door, 2&quot; Step (NO PERMIT) Paint</td>
</tr>
<tr>
<td>304.1-4</td>
<td>Porch</td>
<td>Front, Rear, Left, Right, Crack, Replace, Exterior, Paint COLUMN (GEOFFT)</td>
</tr>
<tr>
<td>304.1-5</td>
<td>Accessory Blinds</td>
<td>Roof, Siding, Repair, Replace (NO PERMIT) CONCRETE ELECTRICAL</td>
</tr>
<tr>
<td>304.1-6</td>
<td>Handrail</td>
<td>1-1/4&quot; TO 2&quot; 48&quot; WIDE HANDRAIL ON BOTH SIDES</td>
</tr>
<tr>
<td>304.1-7</td>
<td>Chimney</td>
<td>Certification All Deficiencies to be corrected</td>
</tr>
<tr>
<td>304.1-8</td>
<td>Fence</td>
<td>(Survey) Fencing, Retaining Walls, Repair GAP (1/2&quot;) FOR FOCUS</td>
</tr>
<tr>
<td>304.1-9</td>
<td>Siding</td>
<td>Paint, Repair, Replace, HOLES</td>
</tr>
<tr>
<td>304.1-12</td>
<td>Guardrail</td>
<td>36&quot; On Center, Paint, 2&quot; Step, Replace (BASEMENT)</td>
</tr>
<tr>
<td>304.1-13</td>
<td>Aisle</td>
<td>NOT TO BE USED AS HABITABLE SPACE (HANDBARS) (GUARDRAILS)</td>
</tr>
<tr>
<td>304.1-14</td>
<td>Fireplace</td>
<td>Certification All Deficiencies to be corrected (NO PERMIT)</td>
</tr>
</tbody>
</table>

**INTERIOR**

| 502.3       | Exterior Doors | Exterior Doors | Exterior Doors |
| 304.2       | Smoke Detectors | 1st Floor 2nd Floor Basement, etc, 10 year sealed units for non-hard wired systems |
| 304.3-1     | Guardrail    | 36" On Center, Paint, Replace |
| 304.3-2     | Handrail     | 1-1/4" TO 2" 50" |
| 304.4-10    | Relief Valve/Plumber | Repair, Replace |
| 304.5-2     | Venting     | BATHROOM KITCHEN CLOTHES DRYER DUCTS (4 INCHES METAL) |
| 52120-1001  | Fire Extinguisher | RESIDENTIAL, A/B/C TYPE NO LARGER THAN 10 POUNDS WITH IN 10 FEET OF KITCHEN VISIBILITY (MOUNTED ON WALL) |

**INFORMATION ABOVE IS CONSIDERED HAZARDOUS AND MUST BE CORRECTED IMMEDIATELY**

| 603.1       | Anti-Freeze Importance | Certification |
| 603.9-1     | Fixtures, Electrical | CERTIFICATE |
| 303.1-13    | Window Operation/Sliding | Basement 1st, 2nd Floor Sliding, Front, Rear, Side, BEDROOM |
| 303.1-12    | Window Hardware  | Basement 1st, 2nd Floor, EASHES |
| 304.1-14    | Screens | REPAIR 1/2" 2ND FLOOR (missing) (repair) (replace) |
| 603.4       | HVAC (ACCESSORY BLDG) | HOUSE |
| 505.4       | Water Heater  | AGE: BASE 15 YEARS (CERTIFICATION) All Deficiencies to be corrected |
| 505.5       | Water Pressure  | Great For Poor |
| 505.6       | Ceiling/Plumbing  | Repair, Repair, 1ST FLOOR 2ND FLOOR |
| 505.7       | Floor/Plumbing  | 1ST FLOOR 2ND FLOOR |
| 605.1       | Stairs/Handrail  | Kitchen, Bathoom, Laundry, Towel, SIDE, FRONT |
| 605.1-1     | Carbon Monoxide Detectors | Required in basement, and all occupied rooms |

**BASEMENT**

| 604.3       | Electrical | [Certification] All Deficiencies to be corrected (NO PERMIT) |
| 306.1-115   | Guardrail   | [Certification] 34-56 Inches High |
| 306.1-14     | Handrail    | (1-1/4" to 2-5/6"") |
| 306.3-505.62 | Exterior Open Sides  | Replace, Repair PARGE (MOLD ENVIRONMENTAL ANALYSIS) |
| 605.1       | Electrical  | Secure Tight to Floors, Joists |
| 505.4       | Plumbing   | (Valve for Leaks) |
| 505.5       | Smoke Detector  | Replace, Replace Smoke Detector, 10 year sealed units for non-hard wired systems |
| 304.1       | Structural Engineer  | REVIEW BY CONSTRUCTION OFFICIAL |
| 305.5       | FLOORS  | Repair (Permit) |
| 702.3-3-3.2 | Vents  | Endorse Header Room, ALL HOLES REPAIR, MECHANICAL CODE |

**PERMITS/CERTIFICATIONS REQUIRED**

<table>
<thead>
<tr>
<th>ROOF (OPEN)</th>
<th>Permits</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plumbing (OPEN)</td>
<td>Permits</td>
<td>Certification</td>
</tr>
</tbody>
</table>

**IN THE EVENT THAT A THIRD OR ANY SUBSEQUENT INSPECTIONS ARE NECESSARY AN ADDITIONAL $25.00 PER INSPECTION WILL BE REQUIRED.**

**ISSUANCE OF APPROVALS FROM THIS OFFICE DOES NOT IMPLY **

**BASMENT OR ATTIC HABITABILITY**

**NOTE**

THIS VIOLATION NOTICE IS NOT TO BE CONSTRUED AS ALL INCLUSIVE. IT IS REPRESENTATIVE AND MAY HAVE ADDITIONS AND OR AMENDMENTS AS DETERMINED BY THE INSPECTOR.

YOU ARE HEREBY NOTIFIED TO CORRECT THE ABOVE VIOLATIONS WITHIN 90 DAYS FROM THE INITIAL INSPECTION. WHEN CORRECTIONS ARE MADE, PLEASE CALL 856-881-5290 ext. 68359 FOR A REINSPECTION APPT. PLEASE ALLOW YOURSELF AM ple TIME BEFORE SETTLEMENT DATE.