

**BOROUGH OF NORTH PLAINFIELD  
DEPARTMENT OF HEALTH, HOUSING, & PROPERTY  
263 SOMERSET STREET  
NORTH PLAINFIELD, NJ 07060  
(908) 769-2915**

*revised 9/27/2024 - 8 pages*

## **RENTAL CERTIFICATE OF OCCUPANCY APPLICATION**

Your Certificate of Occupancy is required **PRIOR** to occupying a rental unit. Complete the attached application form and submit it and the fee to the Property Maintenance Department window at Borough Hall. Your inspection will be scheduled for the next available time slot. Due to recent New Jersey State Law requirements, a "dust wipe sampling" lead inspection must be done on any property built prior to 1978 (unless exempt) and the results submitted prior to the RCO Certificate being issued. ***An administrative fee of \$120 per rental unit is required in addition to the RCO inspection fee of \$100 per unit and must be submitted with the application.***

### **The inspection for the Rental Certificate of Occupancy has several purposes:**

- ❖ To assure the renter that they will not be subject to code enforcement action due to the misdeeds of the owners
- ❖ To assure the neighbors, residents, and taxpayers of the borough that the property is being delivered with the proper legal use to help maintain the quality and value of our neighborhoods
- ❖ To assure that major improvements are included in the tax base so that all tax payers pay their fair share
- ❖ To help assure the safety of the home/unit from improper or dangerous construction or installation of equipment
- ❖ To assure that the property is lead safe

### **When the property is inspected we will be looking for at least the following variances:**

- ❖ Illegal conversion to two or multi family use and/or illegal rooming units
- ❖ Living units in basements, attics, and other non-habitable spaces
- ❖ Construction completed without permits. This includes, but is not limited to; sheds, pools, decks, wood/coal stoves, gas or oil water heaters or furnaces, building additions and major structural changes
- ❖ Installed and working 10 year sealed smoke detectors. One on each floor (at the bottom of each stairwell), within ten (10) feet of any bedroom
- ❖ Installed and working carbon monoxide detectors within ten (10) feet of any sleeping area

- ❖ Handrails installed on staircases of three (3) rises or more that turn into the wall so a shirt sleeve cannot catch on it and cause a person to fall down the stairs
- ❖ Fire extinguishers in kitchen mounted on wall near doorway

**What to do now:**

If you know that violations exist, please start action now. Ask for building permit applications for any items you may have overlooked getting permits for in the past. Complete and submit them for retroactive permits and inspections.

We do not like to delay occupancy by denying certificates. Presently we are not imposing penalties for past misdeeds, but they must be promptly resolved. Violations will be levied against the owner if he rents the property without a "Rental Certificate of Occupancy".

***BO 11-6.22 (c) (7)***

***If there is no change in tenancy, each year, on or before January 1, the owner shall submit a report to the Zoning Officer or his/her designee, which shall be signed by the owner and notarized as to his/her signature certifying that the rental information provided in the RCO application remains accurate and correct. This annual report shall also state that the owner may be subject to punishment for any misrepresentation and/or falsification in the RCO application or the annual report. No fee shall be required for submission of the annual report. An inspection fee of \$50 shall be required if the Zoning Officer or his/her designee deems it necessary to inspect the premises.***

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263 SOMERSET STREET  
NORTH PLAINFIELD, NJ 07060  
(908) 769-2915**

**Application for Rental Certificate of Occupancy**

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Date: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ RCO# \_\_\_\_\_  
Property Address: \_\_\_\_\_ No. of Buildings: \_\_\_\_\_ No. of Units: \_\_\_\_\_  
Unit No./Location: \_\_\_\_\_ No. of people to occupy premises: \_\_\_\_\_ No. of bedrooms: \_\_\_\_\_ Move in Date \_\_\_\_\_  
Name of New Tennant: \_\_\_\_\_  
Present Address: \_\_\_\_\_

Please list information for all occupants below:

1. \_\_\_\_\_ Age \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_ 6. \_\_\_\_\_ Age \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_  
2. \_\_\_\_\_ Age \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_ 7. \_\_\_\_\_ Age \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_  
3. \_\_\_\_\_ Age \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_ 8. \_\_\_\_\_ Age \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_  
4. \_\_\_\_\_ Age \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_ 9. \_\_\_\_\_ Age \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_  
5. \_\_\_\_\_ Age \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_ 10. \_\_\_\_\_ Age \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

*Please list any additional occupants on the reverse side of this application*

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_ Emergency #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Name of rental agent/manager/sup. \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

**THIS APPLICATION MUST BE LEGIBLE FILLED OUT IN ITS ENTIRETY.  
A NON-REFUNDABLE \$100.00 FEE MUST BE PAID AT THE TIME OF APPLICATION. THE PAYMENT (\$100) MUST BE MADE  
BY CHECK OR MONEY ORDER**

\_\_\_\_\_  
Signature of Owner/Agent

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*Office Use Only*

Fee: \_\_\_\_\_ Received by: \_\_\_\_\_ Conditional: Yes No  
Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_ Open Permits: Yes No  
Certificate Issued To: \_\_\_\_\_ No. of Open Permits: \_\_\_\_\_

## **SOME HELPFUL HINTS**

### **SMOKE DETECTOR REQUIREMENTS**

The type of smoke detectors required for a MCCC depends on the type of smoke detectors that were required at the time the home was built.

Working smoke alarms for all years are required to be on every level (including basement) and within 10 feet of sleeping room doors.

**Prior to 1978** – A minimum of battery-operated smoke alarms on each level of the home. Note: if you have done any alteration or addition to home, you should have upgraded your alarms.

**1978-1983** – Electric hardwired alarms installed on each level.

**1984-1990** – Requires interconnected electric smoke alarms with battery backup on each level.

**1991- present** – Interconnected electric smoke alarms with battery backup on each level and in each bedroom.

*Interconnected detectors = one detector is activated and the rest of the detectors throughout the home will activate.*

*Replacing electric smoke detectors with battery operated units is prohibited. Defective interconnected detectors must be replaced with compatible units.*

### **SMOKE DETECTOR PLACEMENT**

Smoke detectors shall be mounted on the ceiling at least 4 inches from a wall or on a wall with the top of the detector not less than 4 inches nor more than 12 inches from the ceiling. Ceiling mounting is preferred.

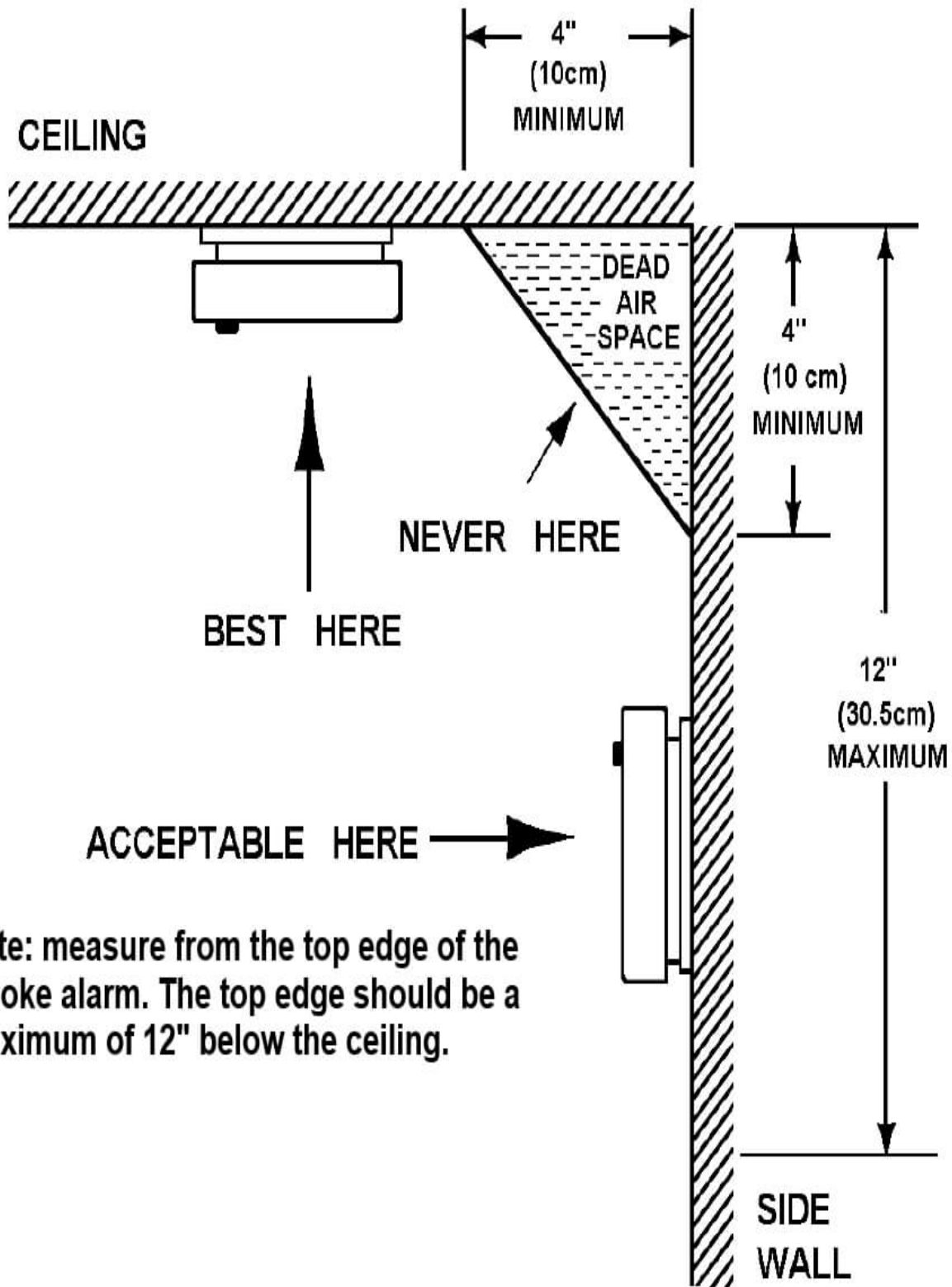
**Basement area:** within ten feet of the stairway but not in the stairway. If installed in an open joists ceiling do not mount in the pocket between the joists.

**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, but not in the stairway.

**Bedroom areas:** detectors shall be located in the hall area outside the bedrooms, or in any event within 10 feet of any bedroom door. For homes built from 1992-present, detectors are required in every bedroom.

**Attic area:** Finished Attics only. The detector shall be located near the stairway from the floor below. If there is an approved bedroom the detector must be within ten feet of the door.

**Two Family Homes:** Common area hallways and stairs must have smoke detectors on each landing.



**Note: measure from the top edge of the smoke alarm. The top edge should be a maximum of 12" below the ceiling.**

### **CARBON MONOXIDE (CO) ALARM REQUIREMENTS**

1. May be electric or battery operated.
2. Must be installed on each sleeping level.
3. Must be installed in hallway within the immediate vicinity of each bedroom door.
4. Combination Smoke/CO alarms are permitted and must meet Smoke Detector mounting conditions.

### **FIRE EXTINGUISHER REQUIREMENTS**

At least one portable fire extinguisher shall be installed in each dwelling unit of the building upon change of occupancy.

The fire extinguisher(s) must meet the following requirements:

- Shall be mounted, labeled, charged, and operable
- Shall be no smaller than 2A:10B:C, rated for residential use and weigh no more than 10lbs
- The bracket supplied by the manufacturer must be used
- Must be located within 10 feet of the kitchen
- The top must not be more than 5 feet above the floor
- Must be visible and readily accessible, not blocked by anything
- Must be near room exit or travel path to the exterior
- Must be accompanied by the owner's manual or written instructions regarding operation, inspection, and maintenance, and
- The extinguisher must be installed with the operating instructions clearly visible.

### **NJ STATE REQUIRED**

#### **LEAD INSPECTIONS:**

The law now requires that every rental unit built prior to 1978 (unless exempt) must have a "dust wipe sampling" lead inspection upon tenant turnover or by 7/22/2024, whichever is first. The lead inspection is required to be conducted by a NJ State Certified Lead Evaluator. A list can be found at this address:

[https://www.state.nj.us/dca/divisions/codes/publications/pdf\\_lead/ld\\_eval\\_contrs.pdf](https://www.state.nj.us/dca/divisions/codes/publications/pdf_lead/ld_eval_contrs.pdf)

Property owners are required to have the evaluation "dust wipe sampling" done and results submitted prior to the RCO inspection being scheduled.

An administrative fee of \$100 plus a State required \$20 fee (\$120) is required at time of application in addition to the RCO inspection fee.

#### **INSURANCE REQUIREMENTS:**

The law now requires that all rental properties submit proof of liability insurance of \$300,000 if owner occupied and \$500,000 if non-owner occupied. Submit with application.

#### **PROPERTY REGISTRATION:**

The law requires that all rental properties be registered with the Borough Clerk. Form is on Borough web page. Submit with application.

## OTHER REQUIREMENTS

1. VACANT HOUSE FEES MUST BE PAID
2. TAXES AND SEWER CHARGES MUST BE ADDRESSED
3. LIENS/SPECIAL CHARGES TO THE BOROUGH MUST BE PAID
4. OPEN CONSTRUCTION PERMITS MUST BE CLOSED OUT
5. WORK DONE WITHOUT PERMITS MUST HAVE THEM TAKEN OUT, INSPECTIONS DONE AND CLOSED OUT
6. INSPECTIONS ARE GENERALLY SCHEDULED ON TUESDAY AND WEDNESDAY FROM 10AM-NOON AND ON THURSDAY FROM 1PM-3PM. DELAYS CAN OCCUR.

**THE RCO WILL NOT BE ISSUED UNTIL ALL OF THE ABOVE IS ADDRESSED.**

**BOROUGH OF NORTH PLAINFIELD  
263 SOMERSET STREET  
NORTH PLAINFIELD, NJ 07060  
ZONING DEPARTMENT  
OFFICE OF  
HOUSING/CODE ENFORCEMENT/PROPERTY MAINTENANCE  
908-769-2913  
PERIODIC LEAD INSPECTION DOCUMENTATION**

**SUBMIT THIS FORM WITH CERTIFICATES**

While LEAD INSPECTIONS are required on all 1 and 2 family rental unit tenant turnover, the State of New Jersey also requires LEAD INSPECTIONS every 3 years if the tenancy does not change. The State also required that all of these rental properties conduct LEAD INSPECTIONS by July 22, 2024 if there has not been a tenant turnover. This is to start the database of records of LEAD INSPECTIONS for every qualifying property. If there is no record of any required LEAD INSPECTIONS on a property, it will be required as a condition of the Municipal Certificate of Code Compliance for the sale of the property or transfer of property ownership. A fee of \$120 per unit is required for each lead certificate submitted. Failure to comply with this requirement will result in Violation Summons issued with a fine of up to \$1000.

**INDEPENDENT LEAD INSPECTIONS**

**Address:** \_\_\_\_\_

**Block** \_\_\_\_\_ **/ Lot** \_\_\_\_\_ **Date:** \_\_\_\_\_

**No. of Units:** \_\_\_\_\_ **Units Covered:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**OFFICE USE ONLY**

**Office #** \_\_\_\_\_

**Certificate/s Received** \_\_\_\_\_ **Fee** \_\_\_\_\_ **Rec'vd by** \_\_\_\_\_