



TOWNSHIP OF HILLSIDE

BUILDING DEPARTMENT

Municipal Building
Liberty and Hillside Avenues
Hillside, New Jersey 07205
(973) 926-5100 Fax (973) 351-5471

RULES & REGULATIONS FOR OBTAINING A CERTIFICATE OF CONTINUED OCCUPANCY IN THE TOWNSHIP OF HILLSIDE

Dear Applicant(s):

Please be advised of the following issues relevant to the issuance of a Certificate of Continued Occupancy:

1. **THE CERTIFICATE OF CONTINUED OCCUPANCY WILL BE MAILED TO THE APPLICANT AFTER IT IS APPROVED. PLEASE DO NOT REQUEST [EITHER IN PERSON, BY FAX, LETTER, OR PHONE CALL] FOR A PICK-UP, FAX, OR A COPY. NO EXCEPTIONS!!!**
2. **THE INSPECTION WILL BE CANCELLED IMMEDIATELY IF THE GRASS IS NOT CUT, SNOW AND/OR ICE IS PRESENT OR THERE IS TRASH AND DEBRIS ON THE PROPERTY.**
3. A list of violations generated from the initial inspection will be mailed to you within 2 weeks after the inspection. Any and all violations listed must be abated within 30 days of the date of the letter. Please contact this office at (973) 926-5100 to schedule a re-inspection.
4. If the buyer of the property wishes to assume the responsibility of the repairs, he or she must submit an **Affidavit of Compliance** to the Building Department stating the repairs will be abated within 30 days of the closing. The date of the closing must be included in the affidavit. Acceptance of the affidavit is subject to the approval of the Construction Official.
5. **EXCEPTIONS FOR THE AFFIDAVIT OF COMPLIANCE INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

SMOKE DETECTORS, CARBON MONOXIDE DETECTORS, FIRE EXTINGUISHER(S), OIL TANKS, THE CUTTING OF GRASS AND WEEDS, REMOVAL OF LITTER AND DEBRIS OR GARBAGE IN THE YARD, GARAGE, BASEMENT, ATTIC, THROUGHOUT THE HOUSE, ETC.

6. Any open permits for the property will have to be dealt with before the Certificate of Continued Occupancy will be issued.
7. If there is a third floor or a full attic in a dwelling, the buyer is to state in the **Affidavit of Compliance** one of the following:
 - a) The third floor **will not** be used as an individual unit, but as an extension of the second floor.
 - b) The attic **will not** be used as a dwelling area, *except* that the attic is of appropriate size and has proper means of egress.
8. No one can live in the basement of any residential property. By signing the **Certificate of Compliance**, the buyer certifies that they understand the statement and will therefore not permit any person to dwell within his or her basement.
9. Please refer to the Department of Community Affairs Division of Fire Safety Memorandum [attached] for information regarding fire extinguishers.
10. Please refer to the Department of Public Works Rules & Regulations for Solid Waste Collection – (Bulk Waste) [attached] for information regarding bulk items.
11. Please refer to the Solid Waste & Recycling Collections Schedule (available in the Building Dept, Hillside DPW, & the Township Clerk’s Office) for waste, bulk, & recycling collection days.
12. HOW TO FILL OUT THE APPLICATION:
 - a) The CCO will be issued in the name of the applicant. ***PLEASE PRINT!!***
 - i. Please circle who you are (tenant, owner, other)
 - ii. Please circle the property type (dwelling, business, store)
 - iii. Please write down the anticipated date of closing.
 - b) The CCO **will be mailed** out to the address listed as the mailing address.
 - c) The CCO **will not be issued** until we know the names of the purchaser(s)/tenant(s).
 - d) Only fill out one section: **Residential –or– Non-Residential***, not both.
 - i. For **Residential** please know the number of family units.
 - ii. For **Non-Residential** please know:
 - 1) If you are having new owners or a change of tenant
 - 2) The type of property
 - 3) The square footage of the property
 - 4) The name of the incoming business
 - 5) If a fire suppression system or fire detector system is on the premises.

***Only fill out both if the property is multi-use. i.e. Apartments with a store.**

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF FIRE SAFETY
MEMORANDUM**

TO: Staff
FROM:
DATE: October 31, 2005
SUBJECT: Requirements for fire extinguishers at time of home resale

Beginning November 1, 2005 legislation requires that fire extinguishers be to be provided at change of occupancy (resale) for R-3 and R-4, one-and-two-family dwellings.

Applications for CSDCMAC that were dated prior to November 1, 2005 will not be required to provide fire extinguishers at time of resale.

Applications dated on or after November 1, 2005 will be required to provide a fire extinguisher at time of resale.

New fire extinguishers are not required to be serviced and tagged by a company certified by the Division of Fire Safety. However, proof of purchase or receipt must be provided.

The requirements for the type and placement of extinguishers are as follows.

1. At least one portable fire extinguisher shall be installed in all one-and-two-family detached dwellings upon change of occupancy.
2. The extinguisher shall be listed, labeled, charged and operable.
3. The size shall be no smaller than 2A:10B:C and no larger than 10 lbs.
4. Must use hangers, or in brackets supplied by the manufacturer.
5. Within 10 feet of kitchen area.
6. Located with top of the extinguisher not more than 5' above the floor.
7. Visible and in a readily accessible spot free from blocking by furniture, storage, equipment, and other items.
8. Near a room exit or travel way that provides an escape route to the exterior.
9. Accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the fire extinguisher; and
10. Installed so the operation instructions shall be clearly visible.



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DEPARTMENT OF PUBLIC WORKS
RULES & REGULATIONS FOR SOLID WASTE
COLLECTION - BULK WASTE

For any homeowner selling their home please realize that the Township of Hillside has restrictions on bulk waste collection three (3) pieces of bulk per week. The Township will not make any exceptions for **ANYBODY** selling their home. Therefore, there are two (2) options for disposal of bulk items.

1. Prior to the sale of the home, place no more than three (3) bulk items at the curb on your second collection day per week. **THIS CAN BE DONE EVERY WEEK, PRIOR TO THE SALE.**
2. Make arrangements on your own with a disposal company of your choice at your expense. **(Please note that a dumpster permit IS REQUIRED).**