



BOROUGH OF BERNARDSVILLE

CONSTRUCTION / ZONING OFFICE

1 ANDERSON HILL ROAD, SUITE 103

BERNARDSVILLE, NEW JERSEY 07924

(908) 766-3000 EXT. 158

Fax: (908) 766-1315

CONSTRUCTION / ZONING RECORDS CLEARANCE CERTIFICATE

Seller's Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone (____) _____ Email _____

Property Address _____

Block _____ Lot _____ ☐ Single Family ☐ Two Family ☐ Condominium ☐ 3+ Family

Contact Person (Agent) _____ Phone (____) _____

Email _____ Closing Date _____ (required)

I hereby certify that I am the (agent) owner of record and I am authorized to make this application.

Signature

Date

FOR BOROUGH USE ONLY

Zoning Review

- | | |
|--------------------------|--|
| • Permitted Use | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| • Open Zoning Permits | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| • Open Zoning Violations | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Conditional Approval:

Construction Review:

- Open Permits Yes ☐ No ☐ If Yes, Permit # _____

Approval Issue Date: _____ Initials: _____

Certificate# _____

Cash/Check# _____

Date Submitted ____/____/____

APPLICATION FEE:

[] \$35.00 Requests received more than 10 calendar days from change of occupancy/closing.

[] \$75.00 Requests received within 10 calendar days of change of occupancy/closing.

12-4 CONSTRUCTION RECORDS CLEARANCE CERTIFICATE.

12-4.1 When Required.

A. No building or structure shall be occupied in whole or in part prior to the issuance of a certificate of construction records clearance (CRC). A CRC shall be required prior to the sale of any residential or commercial structure and prior to the rental of any tenant space in a commercial structure within the Borough.

B. Exceptions. The following transactions are exempt from obtaining a CRC as long as no change in physical occupancy occurs:

1. Transfer of title to correct a previously recorded deed.
2. Title eligible to be recorded as an ancient deed pursuant to N.J.S.A. 46:16-7.
3. Transfer of title between husband and wife, whether or not relating to divorce, or between former spouses if the transfer is incident to an order or judgment from any court of competent jurisdiction.
4. Transfer of title relating to new construction for which a Certificate of Occupancy is required.
5. Transfer of title by or to an executor, administrator or court order which affects a distribution of a descendant's estate in accordance with the provisions of the descendant's will or the intestate laws of the state.
6. Transfer of title due to refinancing, home equity loans, second mortgages.
7. Transfer of title by or to a receiver, trustee in bankruptcy or liquidation, or assignee for the benefit of creditors.

§ 12-4.2 Responsibility.

No owner shall permit the sale of a residential or commercial premises or rental of a residential or commercial premises covered under this section unless the requisite CRC has been issued. No purchaser or tenant shall occupy any premises covered under this section until the requisite CRC has been issued. Owners, tenants and occupants shall be jointly and separately responsible for failure to obtain the requisite CRC required hereunder. The owner or his authorized agent shall submit a written application and payment of fees at least 10 business days prior to the change of ownership and/or occupancy on the form provided by the Borough.

§ 12-4.3 Preoccupancy Records Inspection.

Prior to the issuance of any such certificate for any transaction, the enforcing agency shall conduct a records inspection to ensure that there are no open construction permits on subject premises. Should there be open permits on subject premises, all final inspections and prior approvals shall be obtained and appropriate Uniform Construction Code certificates shall be issued prior to issuance of the CRC. In addition, no CRC shall be issued until the enforcing agency has obtained a certification from the zoning officer that the premises are in compliance with all Borough land use ordinances and that all conditions of any prior land development approvals have been satisfied.

§ 12-4.4 Fees.

Regular Fee: The applicant shall submit a \$35 fee with the application to cover the administrative cost. Expedited Application Review Fee: If an application is filed less than 10 days before the Construction Records Clearance Certificate is needed, the fee for an expedited review shall be \$75.

§ 12-4.5 Violations and Penalties.

A. Any person, firm or corporation violating any provisions of this section shall, upon conviction, be punishable by a fine not exceeding \$1,000, imprisonment for a period not exceeding 90 days and/or a period of community service no exceeding 90 days.

B. The issuance of a CRC shall not preclude the imposition of penalties upon subsequent discovery of violations.



BOROUGH OF BERNARDSVILLE

BUREAU OF FIRE PREVENTION

1 ANDERSON HILL ROAD, SUITE 103
BERNARDSVILLE, NEW JERSEY 07924
(908) 766-3000 EXT 133
FAX (908) 766-1315

AFFIDAVIT

Certificate of Smoke Alarm, Carbon Monoxide Alarm, and Portable Fire Extinguisher Compliance

Dwelling Location:

Street Address: _____

Block: _____ Lot: _____

Closing/Change of Occupancy Date: _____

Owner Information:

Owner Name: _____

Owner Address (Street): _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Applicant Information: _____ (Check if same as owner)

Applicant Name: _____

Applicant Address (street): _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

FEE SCHEDULE - \$50.00

This form must be completed in its entirety to be valid.

Check made payable to **Bernardsville Borough** – Check only. No Cash

Completed certificates will be emailed to the above email address when verified by staff.

Approved certificate is valid for 6 months and needs to be renewed with any change of occupancy.

Applicant Signature: _____

X _____ Date: _____

Please sign above as the "Applicant" if signifying a completed CSACMAPFEC application

N.J.A.C. 5:70-2.3 CSACMAPFEC – Before any one- and two-family or attached single family structure is sold, the owner shall obtain a certificate of smoke alarm, carbon monoxide alarm, and portable fire extinguisher compliance CSACMAPFEC, evidencing compliance with N.J.A.C. 5:70-4.19, from [Bernardsville Fire Prevention].

AFFIDAVIT:

Certificate of Smoke Alarm, Carbon Monoxide Alarm, and Portable Fire Extinguisher Compliance

This form must be completed in its entirety to be valid. Please check (✓) space that apply to your residence

Smoke Alarm Requirements – Check the one (1) box that applies

All smoke alarms shall not be older than 10 years from the date of manufacture

Built prior to 1977

One ten-year sealed battery-powered smoke alarm is required on each level including the basement _____

Built from January 1, 1977 – February 21, 1983

Electric smoke alarms systems required on the sleeping level and in the basement.

On levels without the electric smoke alarm system, a ten-year sealed battery powered smoke alarm shall be installed. _____

Built from February 22, 1982-April 30, 1993

Interconnected electric smoke alarms with battery backup should be located on every level of the dwelling
Including the basement _____

Built from May 1, 1993-Present

Interconnected electric smoke alarms with battery backup should be located on every level of the dwelling
including the basement, sleeping areas and in every bedroom. _____

NOTES: Smoke alarms in the basement must be located on the ceiling at the bottom of basement stairs.

Carbon Monoxide Alarm Requirements – Check that all requirements are completed.

A carbon monoxide alarm shall be located within 10 feet of every bedroom

The carbon monoxide alarms shall not be older than the manufacture's recommended replacements date _____

Portable Fire Extinguisher Requirements – Check completed requirements

The extinguisher shall be new within the past 12 months with receipt (OR) the seller shall have the extinguisher serviced by a certified Division of Fire Safety extinguisher contractor

The extinguisher must be a minimum of **2A-10:BC** rated extinguisher ant not larger than 10 pounds

The extinguisher must be mounted within the manufacturer's hanging bracket so the instructions are clearly visible

The extinguisher must be mounted within 10 feet of the kitchen and located in the exit path of the kitchen

The top of the extinguisher shall not be more than five (5) feet above the floor and the bottom at least 4 ½ inches above the floor

The extinguisher shall be readily accessible and not obstructed from view – and cannot be located behind closed doors or in cabinets _____

I do hereby state that I personally inspected all smoke alarms, carbon monoxide alarms, and portable fire extinguishers and they do in fact meet the standard set forth in N.J.A.C. 5:70-2.3 (listed above). 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 & Subscribed to me before this _____ date of _____, 2023

Applicant Signature: _____ Notary Signature: _____

Print Name: _____

N.J.A.C. 5:70-2.3 CSACMAPFEC – Before any one- and two-family or attached single family structure is sold, the owner shall obtain a certificate or smoke alarm, carbon monoxide alarm, and portable fire extinguisher compliance CSACMAPFEC, evidencing compliance with N.J.A.C. 5:70-4.19, from [Bernardsville Fire Prevention].