



**BOROUGH OF HADDONFIELD**

Office of the Fire Marshal

242 Kings Highway East

Haddonfield, NJ 08033

APPLICATION NO. \_\_\_\_\_  
(FOR OFFICIAL USE ONLY)

Emergency 9-1-1

Office (856) 429-4700, Ext. 257/260 Fax: (856) 795-1445

**SALE AND RENTAL OF RESIDENTIAL PROPERTY**

**Ordinance Compliance Application Form**

Anticipated Settlement Date: \_\_\_\_\_ Application Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Seller/Landlord Name: \_\_\_\_\_

Seller/Landlord Address: \_\_\_\_\_  
(if different than above)

Contact Person for Scheduling Appointment: \_\_\_\_\_

Contact Person's Cell Phone Number: \_\_\_\_\_

Buyer/Tenant Name: \_\_\_\_\_

Real Estate Agent: \_\_\_\_\_  
(if applicable)

Real Estate Firm: \_\_\_\_\_ Phone # \_\_\_\_\_

Real Estate Firm Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
(Print or Type)

Signature of Applicant: \_\_\_\_\_

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Date Pymt. Received:		Amount:		Received By:	
Inspection Date:		Inspection Time:			
<b>COMPLIANCE CERTIFICATION</b>					
Fire Extinguisher:	Approved:		Disapproved:	Reason for:	
Carbon Monoxide Detector:	Approved:		Disapproved:	Reason for:	
Smoke Detector:	Approved:		Disapproved:	Reason for:	
Building Number:	Approved:		Disapproved:	Reason for:	
Date:		By:		Number:	

See Reverse Side for Instructions

**FEES: The fee for this inspection, made payable to the Borough of Haddonfield, shall be as follows:**

- [1] If the application is submitted more than 10 business days prior to settlement or change of occupancy for rental property the fee is \$45**
- [2] If the application is submitted four to 10 business days prior to settlement or change of occupancy for rental property the fee is \$90**
- [3] If the application is submitted fewer than four business days prior to settlement or change of occupancy for rental property the fee is \$161**
- [4] If the property does not comply with the requirements, one re-inspection will be made at no additional charge. However, additional re-inspection will require a prepaid fee of \$25 for each re-inspection.**

**SCHEDULING: You are responsible for scheduling the appointment with the Fire Marshal's Office (856-429-4700, ext. 257/260). Appointments will be scheduled for either Tuesdays or Wednesdays between the hours of 9:00 a.m. and 1:00 p.m. NO APPOINTMENTS WILL BE SCHEDULED UNTIL ALL OPEN PERMITS ARE CLOSED**

## **Chapter 114. FIRE PREVENTION**

### **§ 114-8. Responsibilities of Haddonfield Bureau of Fire Prevention.**

B. Sale or rental of property certificate of compliance.

(1) Prior to the rental, sale and settlement of any residential dwelling, the property shall be inspected by the Borough of Haddonfield Bureau of Fire Prevention for compliance with the following smoke detector, carbon monoxide alarm, fire extinguisher and visible house number requirements, as per National Fire Protection Agency (NFPA) 74-1984, as amended and supplemented, whereupon a certificate of compliance will be issued:

- (a) Any one- and two-family dwelling containing at least one residential dwelling unit must have at least one smoke detector, in satisfactory working order, on each level of the building or the applicable NFPA standard at the time of the inspection.
- (b) Any one- and two-family dwelling containing at least one residential dwelling unit must have at least one carbon monoxide alarm installed in the bedroom(s) area and in working order or the applicable NFPA standard at the time of inspection. This requirement does not apply to such units in buildings that do not contain a fuel-burning device or have an attached garage.
- (c) Any one- and two-family dwelling containing at least one residential dwelling unit shall have placed upon or in front of the portion of building facing the street the proper street address number as assigned by the Borough. Such number shall be of sufficient size (minimum four in.) and in such a location as to be easily seen (contrasting colors) and read from the street.
- (d) Any one- or two-family dwelling, other than a seasonal rental, shall be equipped with at least one portable fire extinguisher in conformance with rules and regulations promulgated by the Commissioner of Community Affairs pursuant to the Administrative Procedure Act, P.L. 1968, c. 410 (N.J.S.A. 52:14B-1 et seq.).

[1] For the purposes of this section, "portable fire extinguisher" means an operable portable device, carried and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire, and which is:

- [a] Rated for residential use consisting of an ABC type;
- [b] No larger than a ten-pound rated extinguisher; and
- [c] In kitchen area, unless otherwise permitted by the enforcing agency.

[2] "Season rental unit" means a dwelling unit rented for a term of not more than 125 consecutive days for residential purposes by a person having a permanent residence elsewhere, but shall not include use or rental of living quarters by migrant, temporary or seasonal workers in connection with any work or place where work is to be performed.

(e) Failure to comply with Subsection **B(1)(a), (b), (c)** or **(d)** shall result in a summons issued by the Borough and shall be subject to a penalty as provided in § **114-9** of this chapter.

(2) Fees and waivers

(a) The fee for this inspection, made payable to the Borough of Haddonfield, shall be as follows:

SEE INFORMATION AT TOP OF PAGE FOR DETAILS

(b) A waiver of this fee and inspection will only be authorized for the sale of a newly constructed home within sixty (60) days of the issuance of a Certificate of Occupancy by the Construction Official.