

Mauro D. Raguseo  
*Mayor*  
Paula J. Cozzarelli  
*Borough Administrator*  
Barbara Maldonado  
*Borough Clerk*



Peggy Steinhilber, *Council President*  
Ronald Anzalone, *Councilman*  
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Thomas Sarlo, *Councilman*

*Borough of Little Ferry*

215-217 LIBERTY STREET • LITTLE FERRY, NJ 07643  
201-641-9234 201-641-1957 FAX  
[www.littleferrynj.org](http://www.littleferrynj.org)

**INSTRUCTIONS FOR CERTIFICATE OF SMOKE DETECTION,  
CARBON MONOXIDE ALARMS AND FIRE EXTINGUISHERS IN ONE  
AND TWO-FAMILY DWELLINGS**

The applications are to be filled out and paid by the current owner or the agent in charge.

Please make sure that you DO NOT HAVE ANY OPEN PERMITS AND YOUR TAXES ARE CURRENT.

The Certificate shall be issued within ten (10) days of the receipt of the application.

Return the application forms along with a check made payable to the Borough of Little Ferry.

BOROUGH OF LITTLE FERRY  
STATE OF NEW JERSEY  
ORDINANCE NO. 1272-04-09

AN ORDINANCE AMENDING AN ORDINANCE ENTITLED  
“UNIFORM CONSTRUCTION CODE FEE SCHEDULE”  
OF THE REVISED GENERAL ORDINANCES OF  
THE BOROUGH OF LITTLE FERRY,  
COUNTY OF BERGEN  
AND STATE OF NEW JERSEY

BE IT ORDAINED by the Mayor and Council of the Borough of Little Ferry, that Chapter 90 Section 4 entitled “Uniform Construction Code: Fee Schedule” of the Ordinances of the Borough of Little Ferry is hereby amended and that those portions of the aforesaid set forth below are hereby amended as follows and that those portion of the Ordinance not set forth below shall remain unchanged:

Fee for certificate of continued occupancy for Rentals or Resale Certificate:  
\$50.00 per dwelling unit

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APPLICATION FOR ONE & TWO FAMILY DWELLING  
CERTIFICATION OF SMOKE DETECTOR COMPLIANCE

Dwelling Location: Block \_\_\_\_\_ Lot \_\_\_\_\_  
(not mailing address)  
Street \_\_\_\_\_  
Municipality \_\_\_\_\_ Little Ferry \_\_\_\_\_ County \_\_\_\_\_ Bergen \_\_\_\_\_

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

- On each level of the dwelling, including basements, excluding attic or crawl space; and
- Outside each separate sleeping area; and (within 10 feet of bedrooms)
- All smoke detectors are in working order.

This is a \_\_\_\_\_ story dwelling  with  without a basement

This is a \_\_\_\_\_ one family dwelling, \_\_\_\_\_ two family \_\_\_\_\_ multi dwelling.

An inspection shall be conducted by the owner or an authorized representative of the owner. The detectors required above shall be located in accordance with NFIPA 74. The detectors are not required to be interconnected. Battery powered detectors are acceptable.

Note: AC powered and/or interconnected smoke detectors installed in homes constructed after January, 1977 shall be maintained in working order. See diagram on next page of this application for further information regarding installation.

Continuation of Application

Please mail certificate to: \_\_\_\_\_ Phone# \_\_\_\_\_  
\_\_\_\_\_ Fax # \_\_\_\_\_  
\_\_\_\_\_ Zip \_\_\_\_\_  
\_\_\_\_\_

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

Tenant Name : \_\_\_\_\_  
\_\_\_\_\_

Adult \_\_\_\_\_ Minor Children \_\_\_\_\_  
\_\_\_\_\_



Note: A check/money order or cash in the amount of (follow fee schedule) made payable to the Borough of Little Ferry must accompany this application. Please allow ten (10) days for processing and delivery. A CSDC shall not be transferable. If the change of occupancy specified in the application for a CSDC does not occur within six months, a new application shall be required.

\*\*\*SMOKE DETECTOR APPLICATION FEES ARE NON-REFUNDABLE\*\*\*

\_\_\_\_\_ **FOR OFFICE USE ONLY** \_\_\_\_\_

TEAM # \_\_\_\_\_

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**IT IS IMPERATIVE THAT YOU CONTACT THE TAX OFFICE TO  
ENSURE THAT  
TAXES ARE CURRENT**

**PROPERTY OWNER:** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**BLOCK** \_\_\_\_\_ **LOT** \_\_\_\_\_ **QUAL NO.** \_\_\_\_\_

**TAXES ARE CURRENT AS OF** \_\_\_\_\_

**TAX CLERK** \_\_\_\_\_

**Anna Morolla**

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**OFFICIAL USE ONLY**

THIS IS TO CERTIFY THAT THERE ARE:

DATE: \_\_\_\_\_.

OPEN PERMITS \_\_\_\_\_.

NO OPEN PERMITS \_\_\_\_\_.

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_.

FOR THE FOLLOWING ADDRESS \_\_\_\_\_.

Richard Bolan  
Zoning Official

RB/

**Landlord Identity Statement**  
**One and Two Unit Dwelling Registration Form**  
**N.J.A.C.5:29-1.2 thru 5:29-2.2**

**Building Address:** Little Ferry, NJ **Date** \_\_\_\_\_

PURSUANT TO N.J.S.A 46:8-27 thru 37

5:29-1.2 One and two-unit dwelling registration form  
(a) The form of the certificate of registration to be filed with the municipal clerk and distributed to tenants by owners of non-owner occupied one and two unit dwellings shall be substantially as follows:

1. The names and addresses of all record owners of the building or of the rental business (including all general partners in the case of a partnership) are as follows:

\_\_\_\_\_  
\_\_\_\_\_

2. If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are:

\_\_\_\_\_  
\_\_\_\_\_

Record owner is not a corporation (Place an X)

3. If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person who resides in the county and is authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owner(s) are as follows:

The addresses of all record owners in the county in which the dwelling is located:

4. The name and addresses of the managing agent are as follows:

\_\_\_\_\_  
\_\_\_\_\_

There is NO managing agent

5. The names and address (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service are as follows:

There is no superintendent, janitor, custodian or other person employed to provided regular maintenance service.

6. The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures are as follows:

**Name:** \_\_\_\_\_

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

**Phone #:** \_\_\_\_\_

7. The names and addresses of all holders of recorded mortgages on the property are as follows:

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There is no recorded mortgage on the property.

8. If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

Dealer Name: \_\_\_\_\_

Dealer Address \_\_\_\_\_

Oil Grade: \_\_\_\_\_

The building is not heated by fuel oil

The building is heated by fuel oil, but the landlord does not supply heat

\_\_\_\_\_  
/ /  
Date

\_\_\_\_\_  
Landlord or Authorized Representative

**THIS FORM TO BE FILED WITH THE MUNICIPAL CLERK AND DISTRIBUTED TO TENANTS.**

This form created by Rentlaw.com – Landlord and Tenant Guides <http://www.rentlaw.com>



# Borough of Little Ferry POLICE DEPARTMENT

**RALPH C. VERDI**  
*CHIEF OF POLICE*

**COUNTY OF BERGEN**  
**215-215 LIBERTY STREET**  
**LITTLE FERRY, NJ 07643-1507**

**INCORORATED 1894**

-----  
**PHONE (201) 641-2770 – FAX (201) 641-4828**

The Little Ferry Police Department is requesting that you fill out the necessary information listed below. This information is required on a yearly basis as per borough ordinance and fines will be issued if it is not completed. This information will be kept confidential and on file at police headquarters in the event of an emergency after normal business hours. In the event of ANY changes at any time during the year you must contact the Police Department with the updated information.

**PLEASE TYPE OR PRINT CLEARLY ALL INFORMATION**

Name \_\_\_\_\_  
Little Ferry \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Telephone# (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax# (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Emergency Contacts**

Contact #1 Name \_\_\_\_\_

Best Number to be Contacted (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Contact #2 Name \_\_\_\_\_

Best Number to be Contacted (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Contact #3 Name \_\_\_\_\_

Best Number to be Contacted (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Contact #4 Name \_\_\_\_\_

Best Number to be Contacted (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

-----  
*Official Police Use Only Do Not Fill Out Below This Line*

Revised: 02/25/2014      Dates: Received by LFPD \_\_\_\_/\_\_\_\_/\_\_\_\_      Entered in Bus. File \_\_\_\_/\_\_\_\_/\_\_\_\_



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**REQUIREMENTS ON LOCATION OF SMOKE DETECTOR  
AND CARBON MONOXIDE DETECTOR INSTALLATION IN ONE AND TWO FAMILY  
DWELLINGS**  
**N.J.A.C.5:18-4.19**

1. **SMOKE DETECTORS SHALL BE LOCATED IN ACCORDANCE WITH NFPA AND MAINTAINED IN WORKING ORDER.**
2. **SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS SHALL BE INSTALLED AS FOLLOWS:**
  - **ON EACH LEVEL OF THE PREMISES (INCLUDING BASEMENT)**
  - **OUTSIDE OF EACH SEPARATE SLEEPING AREA.**
3. **SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS MAY BE BATTERY POWERED AND SHALL BE LISTED IN ACCORDANCE WITH ANSI/UL 217. A/C POWERED SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS SHALL BE ACCEPTED AS MEETING THE REQUIREMENTS OF THIS SECTION.**
4. **SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS INSTALLED IN BASEMENT SHALL BE LOCATED IN CLOSE PROXIMITY TO THE STAIRWAY LEADING TO FLOOR ABOVE.**
5. **SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS INSTALLED IN ROOMS WITH SLOPED CEILINGS SHALL BE LOCATED AT HIGH SIDE OF ROOM.**
6. **SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS INSTALLED IN HALLWAYS SHALL BE LOCATED SO SMOKE RISING IN THE STAIRWELL CANNOT BE PREVENTED FROM REACHING THE DETECTOR BY AN INTERVENING DOOR OR OBSTRUCTION.**

**SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS ARE NOT REQUIRED IN CRAWL SPACES OR IN UNFINISHED ATTIC SPACES.**

## WHERE TO LOCATE DETECTORS:

Detectors 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, a detector is to be placed in the hallway outside the bedrooms as shown in: Figure 1. In single floor homes with two separate sleeping areas, two detectors are required, outside each sleeping area as shown in Figure 2. In multi-level homes, detectors are to be located outside sleeping areas and at every finished level of the homes as shown in Figure 3. Basement level detectors are to be located in close proximity to the bottom of basement stairwells as shown in Figure 4.

## WHERE NOT TO LOCATE DETECTORS

To avoid false alarms and/or improper operation, avoid installation of smoke detectors in the following areas:

Kitchens-smoke from cooking may cause a nuisance alarm.

Bathrooms-excessive steam from a shower may cause a nuisance alarm.

Heat forced air ducts-used for heating or air-movement may prevent smoke from reaching detector.

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 detector.

## FURTHER INFORMATION ON DETECTOR PLACEMENT:

For further information about smoke detector placement consult the National Protection Association's Standard No. 74-1984, titled "Household Fire Warning Equipment". For Carbon Monoxide alarms, their publication is Recommended Practice #720. These publications 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.

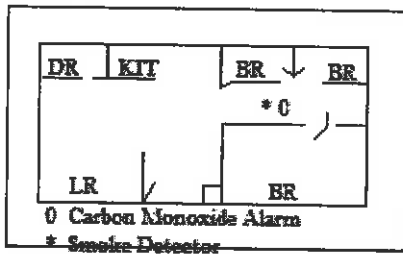


Figure 1

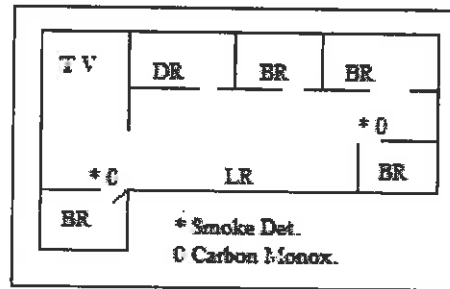


Figure 2

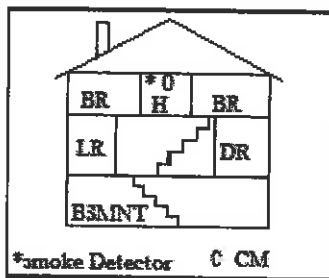


Figure 3

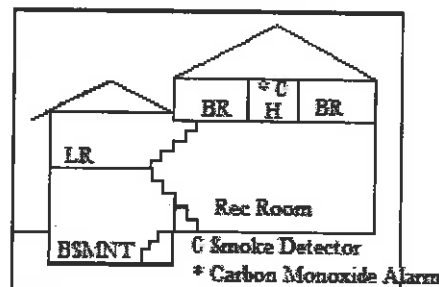


Figure 4

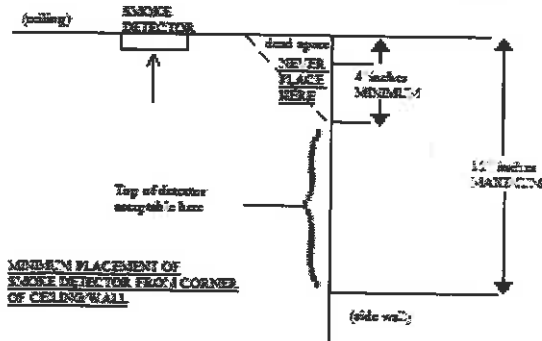


Figure 5

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

**TO: ALL LOCAL ENFORCING AGENCIES**

**FROM: LOIS KILMER, CHIEF-BUREAU OF FIRE CODE ENFORCEMENT.**

**SUBJECT: REQUIREMENTS FOR FIRE EXTINGUISHERS IN ONE AND TWO-FAMILY DWELLINGS.**

**DATE: NOVEMBER 15, 2005**

**The Legislature amended and enacted P.L. 1991, c.92 (C.52: 27D-198.1), requiring that all one and two-family dwellings at a change of occupancy be provided with a portable fire extinguisher, in addition to the requirements for smoke and carbon monoxide detectors. This provision does not apply to seasonal rental units. This act was signed into law on April 14, 2005 with an effective date of November 1, 2005.**

**The regulations were recently made available for public comment. The comment period has ended and the final adoption of the regulations will appear in the New Jersey Register in the near future. The Division of Fire Safety is advising all local enforcing agencies to enforce the regulations; using the guidelines below.**

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

- 1. At least one portable fire extinguisher shall be installed in all one and two-family dwellings (except seasonal rental units) 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, rated for residential use and weigh no more than 10lbs.**
- 4. The hangers or brackets supplied by the manufacturer must be used.**
- 5. The extinguisher must be located within 10 feet of the kitchen.**
- 6. The top of the extinguisher must not be more than 5 feet above the floor.**
- 7. The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items.**
- 8. The extinguisher must be near a room exit or travel path that provides an escape route to the exterior.**
- 9. The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher; and**
- 10. Lastly, the extinguisher must be installed with the operating instructions clearly visible.**

**New fire extinguishers are not required to be serviced and tagged; as long as the seller or agent can provide proof of purchase receipt.**

**Until the proposed regulations have been adopted, the statute should be cited for enforcement purposes. The correct citation is N.J.S.A. 52:27D-198.1.**

**If you have any questions regarding the implementation of this act or its specific requirements, please contact our Local Assistance Unit at 609-633-6112.**



## The Threat of Carbon Monoxide

### Carbon Monoxide: Deadly but Silent

Few poisons are as lethal as CO (carbon monoxide) or strike more secretly. Because you can't taste it, smell it or see it, CO can affect you before you realize it. Most victims are overcome while they are sleeping. People poisoned at low levels by CO often mistake the early symptoms of headaches, dizziness, and nausea for the initial signs of the flu or cold.

The Consumer Product Safety Commission estimates that exposure to CO from sources inside the home accounts for approximately 250 deaths a year; while another 5,000 individuals are poisoned seriously enough to require medical attention. According to the American Medical Association, there are at least 750 unintentional deaths both inside and outside the home from CO exposure each year.

Carbon monoxide is absorbed through the lungs and inhibits the blood's capacity to transport oxygen through the body which can eventually lead to brain damage. Within minutes, at higher concentration levels, CO poisoning can be fatal. While everybody is at risk, unborn babies, infants, senior citizens, and people with coronary or respiratory problems are most susceptible. If the victim is pregnant, CO poisoning can harm the fetus.

### The Carbon Monoxide in Your Home

Carbon monoxide is produced when fuels such as natural gas, propane, heating oil, kerosene, coal charcoal, gasoline, or wood burn with insufficient air. It is also present in tobacco smoke. Homes with a fuel-fired furnace or space heater, a wood stove, a fireplace, an attached garage, gas appliances, and gas water heaters are especially vulnerable. In these energy-conscious times we all want to save by weatherproofing our homes. But if your house is tightly sealed against the elements, CO polluted air becomes trapped more easily, increasing your exposure to the danger of poisoning.



Bergen County  
Department of Health Services  
327 Ridgewood Avenue  
Paramus, New Jersey 07652-4895  
(201)-599-6100

## An Ounce of Prevention

Here are some steps you can take to protect yourself and your family:

- Have home furnaces and heating systems professionally inspected annually
- Have the chimney and flue cleaned professionally
- Open flues when fireplaces are in use
- Use proper fuel in kerosene space heaters
- Make sure burner flames on furnaces and stoves are blue - not yellow-orange
- Ensure that appliances such as gas dryers are properly vented
- Never run an automobile in an attached garage or a gas engine in any enclosed space
- Discourage or prohibit smoking indoors
- Consider installing a carbon monoxide detector that meets the amended UL (Underwriters Laboratories) standard 2034, effective October 1, 1995.

(Underwriters Laboratories has set a standard (UL 2034) that calls for a detector to sound the alarm before a person would experience a blood concentration of 10% carboxyhemoglobin. Cigarette smoking typically causes a level of about 9%.)

If you suffer from dizziness, nausea, fatigue, and headaches while you are home and feel better when you go out you may have CO poisoning. See a doctor and get a carboxyhemoglobin test to determine the percentage of carbon monoxide in your blood.

If you would like more information, there are several consumer hotlines established to address CO questions:

- The American Sensors' *Healthy Home* Hotline (800/387-4219)
- Local chapters of the American Lung Association (800/LUNG-USA)
- The Consumer Product Safety Commission (800/638-CPSC)

Information provided by American Sensors, the American Lung Association,  
and the National Association of Counties