Mauro D. Raguseo
Mayor

Michael Capabianco
Borough Administrator

Barbara Maldonado
Borough Clerk

George Muller, *Council President*
Ronald Anzalone, *Councilman*
Roberta Henriquez, *Councilwoman*
Thomas Sarlo, *Councilman*
Sue Schuck, *Councilwoman*
Peggy Steinhilber, *Councilwoman*

Borough of Little Ferry

215-217 LIBERTY STREET • LITTLE FERRY, NJ 07643
201-641-9234 201-641-1957 FAX
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:

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

Mauro D. Raguseo
Mayor

Michael Capabianco
Borough Administrator

Barbara Maldonado
Borough Clerk

George Muller, *Council President*
Ronald Anzalone, *Councilman*
Roberta Henriquez, *Councilwoman*
Thomas Sarlo, *Councilman*
Sue Schuck, *Councilwoman*
Peggy Steinhilber, *Councilwoman*

Borough of Little Ferry

215-217 LIBERTY STREET • LITTLE FERRY, NJ 07643
201-641-9234 201-641-1957 FAX
www.littleferrynj.org

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

Dwelling Location: **Block**_____**Lot**_____**Qual**_____
(not mailing address) **Street**_____
Municiplity_____**County**_____

***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 or without_____a basement.

This is a_____one family dwelling_____two family_____multi family.

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.

Please mail certificate to:_____

_____

_____

Phone number (area code)_____-_____-_____.

Fax (area code)_____-_____-_____.

Contact Person:_____

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 _____, 2_____.

_____ _____

Notary Signature Applicant Signature

_____

Printed Name

_____

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_____

Municipal Code:_____Log Number_____Check Number_____

Mauro D. Raguseo
Mayor

Michael Capabianco
Borough Administrator

Barbara Maldonado
Borough Clerk

George Muller, *Council President*
Ronald Anzalone, *Councilman*
Roberta Henriquez, *Councilwoman*
Thomas Sarlo, *Councilman*
Sue Schuck, *Councilwoman*
Peggy Steinhilber, *Councilwoman*

Borough of Little Ferry

215-217 LIBERTY STREET • LITTLE FERRY, NJ 07643
201-641-9234 201-641-1957 FAX
www.littleferrynj.org

CERTIFICATE IN LIEU OF OATH

I, _____ am Eighteen (18) years of age or older and do solemnly affirm and say:

I will own and exercise control over the premises located at _____ located within the Borough of Little Ferry, County of Bergen and State of New Jersey.

As of this date_____ the said premises contains no more than one dwelling unit occupied ore intended to be occupied by persons living independently of each other, le: Single Family Home.

If this structure holds more than one dwelling unit you are to indicate the number of units, names and address of all occupants. ☐

I shall notify the Construction Department of the Borough of Little Ferry in the event of a proposed rental of any portion of this single-family home, proposed conversion to two or more dwelling units. I understand and accept that failure to notify this agency upon such change will subject me to legal penalty as prescribed in the Ordinance No.(s) (1197-06-06, 1198-07-06 & 1199-08-06) of the Borough of Little Ferry Codes. I acknowledge that no area of the basement shall be used as a dwelling or sleeping area.

I hereby certify that all statements herein made by me are true and I am aware that if any of the foregoing statements made by me are willfully false, I am subject to legal action.

_____ Date:_____
Buyer Signature

_____ NOTARY PUBLIC SEAL
Print Name

_____
Address if different than above

Any person who violates or causes to violate any provisions of the Borough of Little Ferry Zoning Ordinance(s), shall be liable to pay a penalty of not less than $250.00 nor more than $1,000.00 per day for each day of continuing violation or a confinement to not more than Ninety (90) days in jail or both for each summons issued. Each day a violation continues, beyond the date fixed or compliance in the notice provided for herein, shall continue a separate offense.

Mauro D. Raguseo
Mayor

Michael Capabianco
Borough Administrator

Barbara Maldonado
Borough Clerk

George Muller, *Council President*
Ronald Anzalone, *Councilman*
Roberta Henriquez, *Councilwoman*
Thomas Sarlo, *Councilman*
Sue Schuck, *Councilwoman*
Peggy Steinhilber, *Councilwoman*

Borough of Little Ferry

215-217 LIBERTY STREET • LITTLE FERRY, NJ 07643
201-641-9234 201-641-1957 FAX
www.littleferrynj.org

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/smg

Mauro D. Raguseo
Mayor

Michael Capabianco
Borough Administrator

Barbara Maldonado
Borough Clerk

George Muller, *Council President*
Ronald Anzalone, *Councilman*
Roberta Henriquez, *Councilwoman*
Thomas Sarlo, *Councilman*
Sue Schuck, *Councilwoman*
Peggy Steinhilber, *Councilwoman*

Borough of Little Ferry

215-217 LIBERTY STREET • LITTLE FERRY, NJ 07643
201-641-9234 201-641-1957 FAX
www.littleferrynj.org

NOTICE

IT IS IMPERATIVE THAT YOU SEE THE TAX OFFICE TO ENSURE THAT TAXES ARE CURRENT.

PROPERTY OWNER:_____

ADDRESS_____

BLOCK_____ **LOT**_____ **QUAL NO.**_____

TAXES ARE CURRENT AS OF_____

DEPUTY TAX COLLECTOR_____

PATRICIA O'BRIEN

Year

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

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 provide 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:

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

_____

_____

☐ 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 MUNCIAPL CLERK AND DISTRIBUTED TO TENANTS.

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

Mauro D. Raguseo
Mayor

Michael Capabianco
Borough Administrator

Barbara Maldonado
Borough Clerk

George Muller, *Council President*
Ronald Anzalone, *Councilman*
Roberta Henriquez, *Councilwoman*
Thomas Sarlo, *Councilman*
Sue Schuck, *Councilwoman*
Peggy Steinhilber, *Councilwoman*

Borough of Little Ferry

215-217 LIBERTY STREET • LITTLE FERRY, NJ 07643
201-641-9234 201-641-1957 FAX
www.littleferrynj.org

REQUIREMENTS ON LOCATION OF SMOKE DETECTOR AND CARBON MONOXIDE DETECTOR INSTLLATION 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 DETECTORES SHALL BE ACCEPTED AS MEETING THE REQIREMENTS 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 SOMKE 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.

WHEREE NOT TO LOCATE DETECTORES:

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.

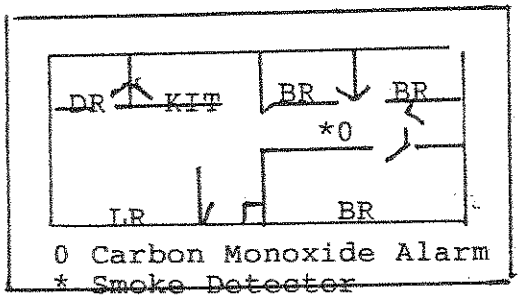


Figure 1

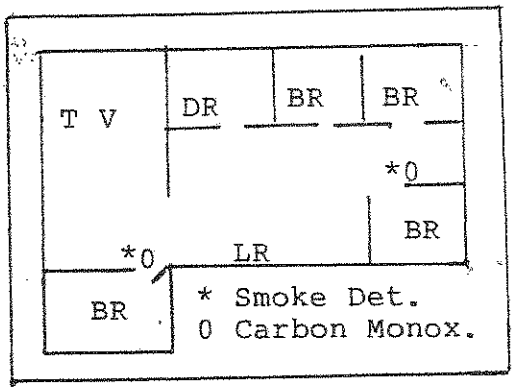


Figure 2

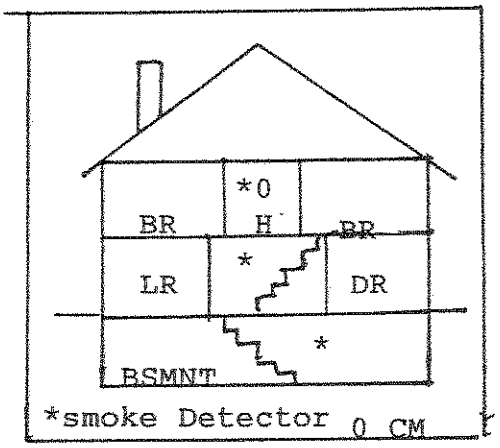


Figure 3

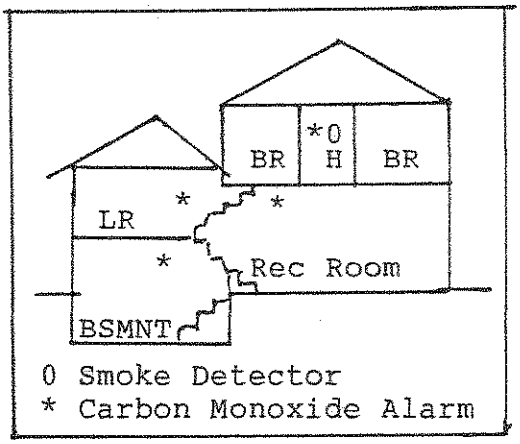


Figure 4

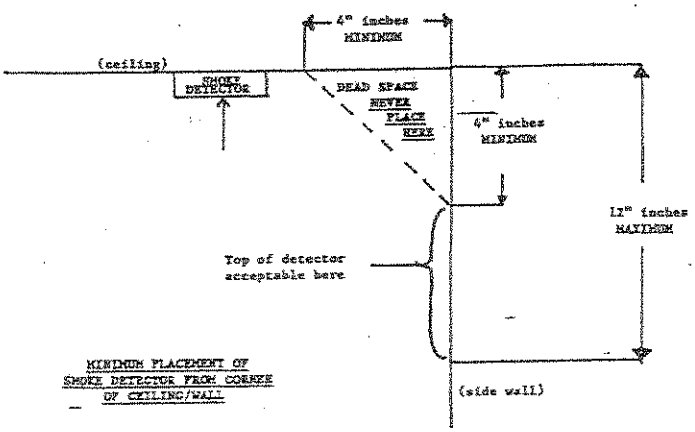


Figure 5

DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF FIRE SAFETY
MEMORANDUM

TO: ALL LOCAL ENFORCING AGENCIES

FROM: LOUIS KILMER, CHIEF-BUREAU OF FIRE CODE ENFORCERMENT.

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 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

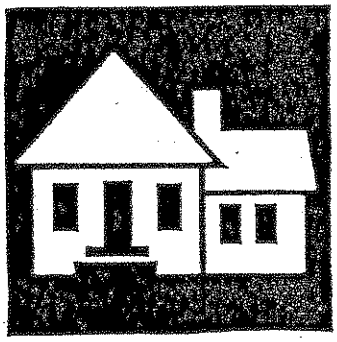
Few poisons are as lethal as CO (carbon monoxide) or strike more secretly. Because you can't taste it, smell it or see it, CO can affect you before you realize it. Most victims are overcome while they are sleeping. People poisoned at low levels by CO often mistake the early symptoms of headaches, dizziness,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

hedleson
140.279

Borough of Little Ferry

POLICE DEPARTMENT

RALPH C. VERDI
CHIEF OF POLICE

COUNTY OF BERGEN
215-217 LIBERTY STREET
LITTLE FERRY, NJ 07643-1507

PHONE (201) 641-2770 • FAX (201) 641-4828

INCORPORATED 1894

TO ALL LITTLE FERRY BUSINESSES AND RESIDENTS:

WE ARE IN THE PROCESS OF UPDATING OUR FILES IN REFERENCE TO EMERGENCY CONTACTS FOR YOUR BUSINESS OR HOME BURGLAR/FIRE ALARMS. IT IS IMPERATIVE THAT YOU FILL OUT AND RETURN THIS FORM TO US AS SOON AS POSSIBLE FOR US TO MAINTAIN OUR RECORDS.

WITHOUT THIS INFORMATION YOU WILL BE HELD RESPONSIBLE FOR ANY EXPENSE INCURRED TO SAFEGUARD YOUR PROPERTY IN CASE OF AN EMERGENCY. ALSO, BE ADVISED THAT THREE OR MORE FALSE ALARMS IN A CALENDAR MONTH IS A VIOLATION OF BOROUGH ORDINANCE 457-2-77.

PLEASE RETURN FORM TO THE ABOVE ADDRESS OR FAX IT TO THE ABOVE NUMBER.

TRADE NAME: _____
STREET NUMBER & ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE #: _____ FAX _____

OWNER'S NAME: _____
OWNER'S ADDRESS: _____
_____
OWNER'S PHONE #: _____ FAX _____ CELL _____ BEEPER _____
ALARM COMPANY: _____ PHONE # _____

EMERGENCY CONTACTS

NAME: _____
ADDRESS: _____
PHONE # _____ FAX # _____ CELL # _____

NAME: _____
ADDRESS: _____
PHONE # _____ FAX # _____ CELL # _____

NAME: _____
ADDRESS: _____
PHONE # _____ FAX # _____ CELL # _____