



CERTIFICATE OF HABITABILITY

Fire Department

Fire Prevention Bureau

375 Franklin Street

Telephone (973) 680-4153 Fax (973) 680-4165



Township of Bloomfield

Bloomfield, New Jersey 07003-3487

Dear Building Owner:

Pursuant to Bloomfield Town Code Chapter 431 adapted 5/4/1998, all rental units require a Certificate of Habitability.

This pertains to all rental properties, including single-family non-owner occupied homes. Multiple family homes that are owner occupied need to be inspected.

The COH (Certificate of Habitability) requires that the owner shall register the rental unit and have it inspected. Inspections shall be performed by the person or agency duly authorized and appointed by the Township of Bloomfield. The owner is responsible for paying all of the fees, insuring that the unit has been inspected, and that a Certificate of Habitability has been issued for each unit.

All rental units shall be inspected every three years or upon a change in tenants. When an apartment changes tenants, a re-inspection must be conducted before a new tenant moves in. If this is not done within 30 days, a \$100.00 penalty will be added to the original fee.

Inspections shall be conducted for the purpose of determining compliance with zoning ordinances, and where applicable, compliance with the Property Maintenance Code, Uniform Construction Code, Uniform Fire Code and the International Property Maintenance Code. These inspections are for the benefit of both the tenants and landlords alike.

Pursuant to Section 18 – Violations and Penalties: Any person who violates any provisions of this Ordinance shall, upon conviction in the Municipal Court of the Township of Bloomfield or such other court having jurisdiction, be liable to a minimum fine of \$200.00 and a maximum of \$2000.00 or imprisonment for a term not exceeding 30 days, or both. Each day that a violation occurs shall be deemed a separate and distinct violation subject to the penalty provisions of this ordinance.



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Should you like to review this code or print a copy of the Certificate of Habitability form, it is available at our Township website: www.bloomfieldtwpnj.com.

- 1-The enclosed form must be completed in its entirety. Include a copy of proof of residency if owner occupied.
- 2- Form must be signed claiming that the "STATEMENT" WAS READ AND THAT THE INFORMATION IS CORRECT.
- 3-Form should be returned to our office: **375 Franklin St., Bloomfield, NJ 07003, Attn: Fire Prevention**
- 4-Please include proper payment payable to "TOWNSHIP OF BLOOMFIELD"
- 5-Once received and processed, your building will be scheduled for inspection.
- 6-Properties for sale will not be exempt from this ordinance.

Failure to comply could result in a penalty being assessed on your property.

The fees are as follows **per rental unit**, no fee for owner occupied:

Inspection fee: \$50.00 per unit

Re-inspection fee for failed inspection: \$50.00

No inspection fee will be charged for the owner occupied units.

Three year re-inspection fee with same tenants is \$50.00 per unit.

Failure to contact us for an inspection upon change of tenant will result in \$100.00 Fine.

**** WE SUGGEST THAT YOU CALL THE FIRE PREVENTION BUREAU AT 973-680-4153 TO DISCUSS THE PROPER FEE FOR YOUR PROPERTY****

Thank you,

Thomas Wilson

Fire Official



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EXAMPLES

Two Family Owner Occupied: (Owner occupied applies only to unit(s) of the deed holder)

For the owner's unit, there is no fee required.

For the second unit there is a \$50.00 inspection fee.

Non-owner occupied Two Family:

For the first unit there is a \$50.00 inspection fee.

For the second unit there is a \$50.00 inspection fee.

Total for both is \$100.00

Three Family Owner Occupied: (Owner occupied applies only to unit(s) of the deed holder)

For the owner's unit there is no fee required.

For the second unit there is a \$50.00 inspection fee.

For the third unit there is a \$50.00 inspection fee.

Total for all units is \$100.00

Three Family Non-Owner Occupied:

There is a \$50.00 inspection fee for each unit for a total of \$150.00.

Please have in place upon inspection a working 10-year sealed battery smoke detector* (hard wired smoke detectors meet this requirement) and a working carbon monoxide detector, one each on every level in the vicinity of the bedrooms and in the basement. Common areas must have smoke detectors on each level. As of Nov. 1, 2005 all single family and two family dwellings must have a portable fire extinguisher. The size shall be no smaller than 2A:10B:C rated for residential use and weigh no more than 10 lbs. Three family and above should be a minimum 1A:10B:C.



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***Pursuant to the New Jersey State Uniform Fire Code, effective January 1, 2019, all dwelling units and common areas SHALL install ten year sealed battery powered smoke alarms. These alarms shall be installed on all levels of the premise and outside each bedroom and common areas such as halls and basement where hardwired detectors are not present.**

If an A/C powered (Electric) multiple smoke alarm system was installed, it would be accepted as meeting the requirements of this section.

Smoke detectors with removable batteries must be replaced with the ten year sealed smoke detectors.



**TOWNSHIP OF BLOOMFIELD FIRE DEPARTMENT
CERTIFICATE OF HABITABILITY**



2 FAMILY		
	SMOKE	CO
COMMON AREA	X	
BASEMENT	X	X
APARTMENT*	X	X
* NOTE: IN THE VICINITY OF THE BEDROOMS		

3 FAMILY AND UP		
	SMOKE	CO
COMMON AREA**	X	
BASEMENT	X	X
APARTMENT*	X	X
* NOTE: IN THE VICINITY OF THE BEDROOMS		
** NOTE: HARDWIRED SMOKE IN COMMON AREA		

FIRE EXTINGUISHERS
NEED TO BE MOUNTED IN THE KITCHEN
TYPE: ABC UP TO 10 POUNDS

NO BASEMENT APARTMENTS
NO BEDS OR SLEEPING IN THE BASEMENT
NOTE: THERE ARE BASEMENT APARTMENTS IN BLOOMFIELD
I.E. APARTMENT BUILDINGS WITH SUPER IN BASEMENT
THESE ARE "LEGAL" APARTMENTS THAT ARE UP TO CODE

FEES	
INSPECTION FEE:	\$50
RE-INSPECTION FEE:	\$50
NOTE: PER APARTMENT, I.E. \$50 1ST + \$50 2ND = \$100	
NOTE: NO FEE FOR OWNER OCCUPIED UNITS – WITH PROOF OF RESIDENCY...I.E. DRIVER’S LICENSE.	

Chapter 601. Buildings, Unit

§ 601-4. Occupation of Basements.

No person shall occupy or let to another for occupancy any basement space within a dwelling or dwelling unit, for the purpose of living therein, which does not comply with the following requirements:

- a. The floor level of rooms used for sleeping is less than 3 ½ feet below the average grade of ground adjacent to and within 15 feet of the exterior walls of such rooms. The floors and walls must be impervious to leakage of underground and surface runoff water and insulated against dampness, and provided that windows thereof are at least 15 feet from the nearest building or wall.
- b. The total of window area in each room is equal to at least the minimum of not less than 8% of the floor area.
- c. Such required minimum window area is located entirely above the grade of the ground adjoining such window area.
- d. The total of openable window area in each room is equal to at least the minimum of 4% of the floor area being ventilated, except where there is supplied some other device affording adequate ventilation and approved by the public officer.