Township of Bloomfield
Fire Department
Fire Administration
375 Franklin Street
Bloomfield, New Jersey 07003
Phone: 973-680-4153
www.bloomfieldtwpnj.com

Inspection Date: _____ Inspection Time: _____

Fee Remitted $: _____ Collected by: _____

Check # _____ Money Order / Credit Card

Receipt Book# _____

Rental Property Registration / Certificate of Compliance Application

Property Address: _____

Block: _____ Lot: _____ Unit#:_____

Owner: _____ Agent: _____

Owner Mailing Address: _____

Contact #: _____Secondary Contact#_____

Email: _____

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION, THAT THE INFORMATION GIVEN IS CORRECT, AND THAT I AM THE OWNER, OR DULY AUTHORIZED TO ACT IN THE OWNER'S BEHALF AND AS SUCH HEREBY AGREE TO COMPLY WITH THE APPLICABLE REQUIREMENTS OF THE TOWNSHIP OF BLOOMFIELD CODE CHAPTER 207 ORDINANCE REQUIRING THE REGISTRATION AND LICENSING OF ALL RENTAL PROPERTY WITHIN THE TOWNSHIP OF BLOOMFIELD, ESSEX COUNTY, N.J. REQUIRING CERTAIN INSPECTIONS UPON VACANCY TO QUALIFY FOR CERTIFICATE OF HABITABILITY.

Signed: _____ Title: _____ Date: _____

Inspection Fee: $60 per rental unit

(Please list occupants names of rentals and note if owner occupied)

Unit 1 Occupants: _____

Unit 2 Occupants: _____

Unit 3 Occupants: _____

Unit 4 Occupants: _____

For Official Use Only

Date home was built: _____ Lead Inspection Required: Y / N

PASS: _____**FAIL**: _____ **REASON FOR FAILURE** _____

Inspector Signature/Date: _____**Certificate#**_____

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Rental Property Registration (RPR)

Dear Building Owner/Landlord:

Pursuant to Bloomfield Town Code Chapter 431 adopted 5/19/2025, all residential units require a Rental Property Registration (RPR). **This pertains to all rental properties, including single-family non-owner occupied homes. Multi-family homes that are owner occupied also need to be registered.**

The RPR requires owners/landlords to register the rental units and have them inspected. Inspections shall be performed by Fire Department personnel duly authorized 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 RPR 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 completed within 30 days a summons will be issued.

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

The fees are as follows:

Registration fee: $60.00 per unit

Re-inspection fee: $60.00 per unit (for failure to pass requirements)

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

Three year re-inspection fee with same tenants is $60.00 per unit.

Failure of owner to renew every three years or notify the Fire Department upon change of tenant will result in an increased fee of $100 per rental unit.

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

To prepare for an inspection, the following must be completed:

1- A Rental Property Registration (RPR) Application must be completed in its entirety.

2- The application must be signed claiming that the:

"STATEMENT" WAS READ AND THAT THE INFORMATION IS CORRECT.

3-The completed application 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.

You can review this code, it is available at our Township website: www.bloomfieldtwpnj.com.

➢ **Smoke Alarms -** Pursuant to the New Jersey State Uniform Fire Code, effective January 1, 2019, ten- year sealed, battery powered smoke alarms shall be installed on all levels of the premise and outside each bedroom and common areas such as halls and basement. (A/C powered hardwired battery backup alarms are acceptable). *Ten-Year battery powered smoke alarms shall not replace A/C hardwired alarms.*

➢ **Carbon Monoxide Alarms -** On April 7, 2003, New Jersey adopted regulations for the installation of Carbon Monoxide Alarms in the vicinity of all sleeping areas in buildings that contain fuel burning appliances or have an attached garage. CO Detectors should not be placed in the garage or utility rooms. Carbon Monoxide Alarms should be installed within 10 feet of any sleeping areas so they will be audible in each bedroom. The use of a combination smoke and carbon monoxide detector are allowed to fulfill the requirement. Carbon monoxide alarms may be battery type (10-year battery), A/C plug-in type with 10-year battery backup.

➢ **Fire Extinguishers –**In accordance with International Fire Code (IFC) Section 906.1, all multiple dwellings with three (3) residential units, are required to be equipped with portable fire extinguishers. Each fire extinguisher must have a minimum rating of 1-A:10-B:C:C and be installed in accessible and visible locations, maintained in a fully operational condition at all times.

Pursuant to Section 18 – <u>Violations and Penalties</u>: 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.