



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# _____

Transfer of Property Title Application

Property Address: _____
 Block: _____ Lot: _____ Unit#: _____
 Owner: _____ Agent: _____
 Owner Mailing Address: _____
 Contact #: _____ Secondary Contact# _____
 Email: _____
 Closing Date: _____ Buyer's Name: _____
 Single Family/ Condo Two Family Other # _____ Commercial Mixed Use: Sq. Ft: _____

**APPLICATION MUST BE SUBMITTED 30 DAYS PRIOR TO THE CLOSING DATE.
 THE TRANSFER OF PROPERTY TITLE IS VALID FOR A PERIOD OF SIX (6) MONTHS.**

This Transfer of Property Title shall be evidence only that a general inspection of the visible parts of the building has been made, and that no violations of the current codes (or regulations) have been determined to have occurred and no unsafe conditions have been found.

This inspection shall also serve as the CSACMAPFEC as required in 5:70-2.3 with regard to Smoke and Carbon Monoxide detectors.

In accordance with International Fire Code (IFC) Section 906.1, all multiple dwellings with at least 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.

A Temporary Transfer of Property Title requires a signed letter of intent from the buyer's attorney. The buyer is responsible to bring the above mentioned property up to the current Township codes within (6) six months of closing. This includes all compliance with subcode inspections for past and present alterations, and approvals from both the Zoning and Building Department. Buyers that fail to comply will be prosecuted for violations of the appropriate code.

For Official Use Only

R.P.R. (up to date) Yes / No Open Permits Yes / No Water Meter Replaced Yes / No

Certification of Lead/Galvanized Free Service Line Yes / No (Plumber/Township Engineering Department)

*Drainage Restrictions (Sump Pump/Downspouts) not connected to Sanitary Sewer Yes / No

*Summons Issued/Pending Yes / No

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

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



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Transfer of Property Title (T.O.P.)

Dear Building Owner:

Please be advised that in order to receive your Certificate of Transfer of Property Title the property owner must replace any lead or galvanized water line pipe on private property that leads to the structure or building that is connected to the curb box in the street. The owner of any dwelling, building or structure serviced by a lead service line is required to replace the lead service line on their property.

The property owner shall retain the services of a plumber, licensed in the State of New Jersey, to perform an inspection of the service line to determine and document its composition. Furthermore, any plumbing performed by a property owner should include an inspection of the service line if the material has not been determined by another method described herein.

Upon the sale or transfer of ownership of any dwelling, building or structure, the owner must provide proof that the lead service line has been replaced in order to secure a Certificate of Transfer of Property Title. A Township approved water meter must be also installed. If you are unsure if you are in compliance please contact the Engineering Department at 973-680-4009.

Transfer of Property Title Fees

Pursuant to Chapter 149, Section 3.D. of the Township code, the following fees will be charged for a Transfer of Property Title for the sale or transfer of property within the Township of Bloomfield:

Residential:

Single Family Residential dwelling	\$200
Two Family Residential dwelling	\$260
Three Family Residential dwelling	\$320
Each additional dwelling unit	\$60 (Not to exceed \$2,000 in total)

Non-Residential:

Buildings up to 5,000 square feet	\$315
Buildings from 5,001 to 20,000 square feet	\$625
Buildings from 20,001 to 50,000 square feet	\$935
Buildings over 50,001 square feet	\$1,250

****Re-inspection Fee due to Failure to pass requirements \$25***

Transfer of Property Inspection Checklist

This list is not a full and comprehensive list, but is simply designed to help give guidance as to what is required for a Transfer of Property Title (TOP). The inspector may require additional compliance action in order to approve the TOP.

Be aware that permits are required for any work that has been done on the property as defined in the UCC and the Township Code. All construction permits, past and present, are required to be closed before a TOP can be issued. It is the owner's responsibility to assure that all work done on any structure have the proper permits taken out, the work inspected and the proper close out documents are issued. If there are any questions regarding your upcoming inspection, please feel free to contact our office, 973-680-4153. Thank you for your cooperation.

Fire:

1. ***Smoke and CO detectors:*** In all occupancies, one must be located on each floor and in vicinity of all bedroom (see attached guidelines for locations}. **All smoke detectors must be 10 year sealed battery detectors, unless they are hard wired.** Battery smoke detectors cannot replace hard-wired.
2. All fire escapes must be clear and unobstructed. All fire escapes must be maintained, painted, and free of damage.
3. For an Attached Garage: The door entering the house must be fire rated with self-closing hinges and fire rated seal's around the door. Any opening abutting the residence must be sealed.
4. In accordance with International Fire Code (IFC) Section 906.1, **three-family and above residential buildings require portable fire extinguishers.** These extinguishers must be readily accessible, within 10 feet of the kitchen, and located in the path of egress, meaning near an exit. The top of the extinguisher cannot be more than five feet above the floor. They must be mounted using the manufacturer's bracket and have a minimum rating of 2A-10B:C with a maximum weight of 10 pounds. Additionally, the extinguisher should be serviced and tagged by a certified contractor within the past 12 months, or the owner must have a receipt for a recently purchased extinguisher.

Electrical:

1. There must be no exposed wiring.
2. All outlets and switches must have covers.
3. Breaker/ fuse boxes must be secured with no open knockouts or missing uncovered breakers,
4. The electric service must be secure and in good order.

Plumbing:

1. All heating equipment and hot water heaters must be properly vented
2. Any pressure relief valve must have the proper discharge pipe.
3. Sump pumps must drain to the outside and have proper covers.
4. A Township of Bloomfield approved water meter must be installed, even if the structure is winterized. Missing or disconnected meters may result in fines from the Water Department and must be remedied immediately
5. Plumbing fixtures and piping must be in good working order

Building:

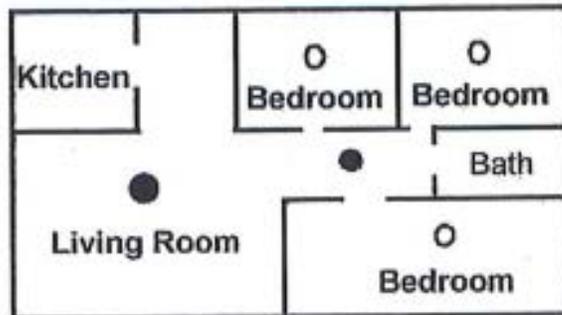
1. Hand rails with returns are required on all stairs with four (4) or more risers.
2. No open holes in ceilings or floor.
3. Stairs must be sound and in good order.
4. No loose siding or roofing.

Property and Grounds:

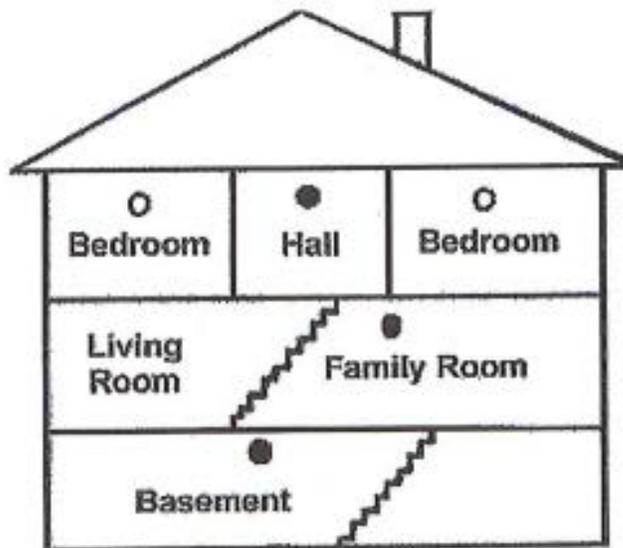
1. Outside property must be clean and free of debris.
2. All unregistered vehicles must be removed.
3. Sidewalks and walkways must be maintained and free of tripping hazards.
4. Retaining walls must be maintained.
5. All accessory structures must be established legally and maintained and in good repair.
6. Homes/ Units must be properly numbered.

SMOKE DETECTOR LOCATIONS

Single-Story Residence



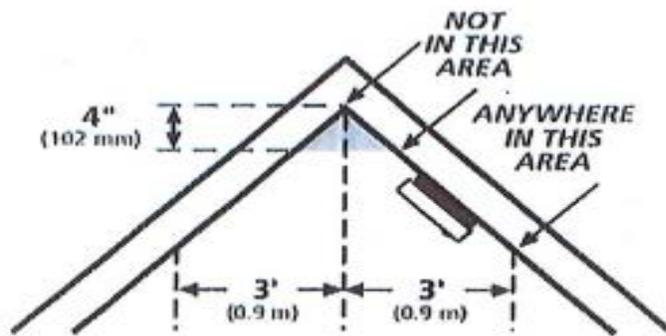
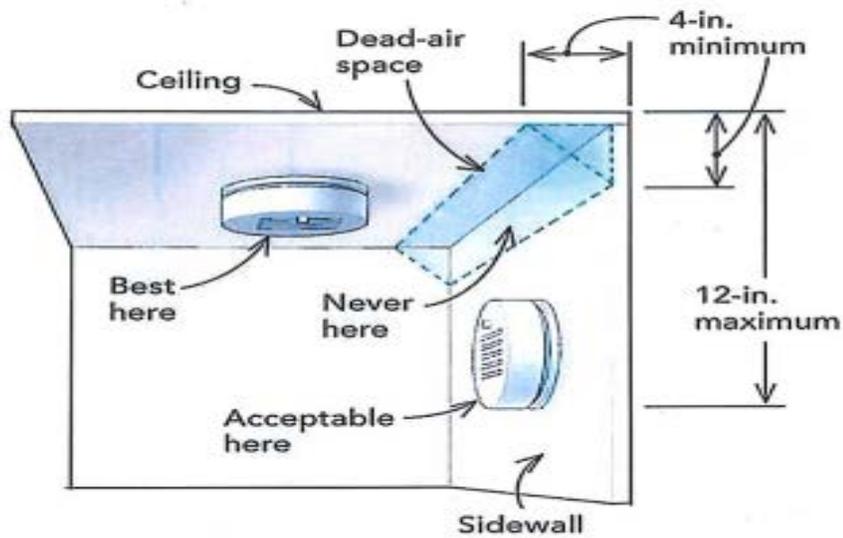
Two-Story Residence



- Smoke Alarms for Minimum Protection
- Recommended Smoke Alarms for Additional Protection

10-Year sealed battery or Hard-Wired 120volt interconnected with battery back-up

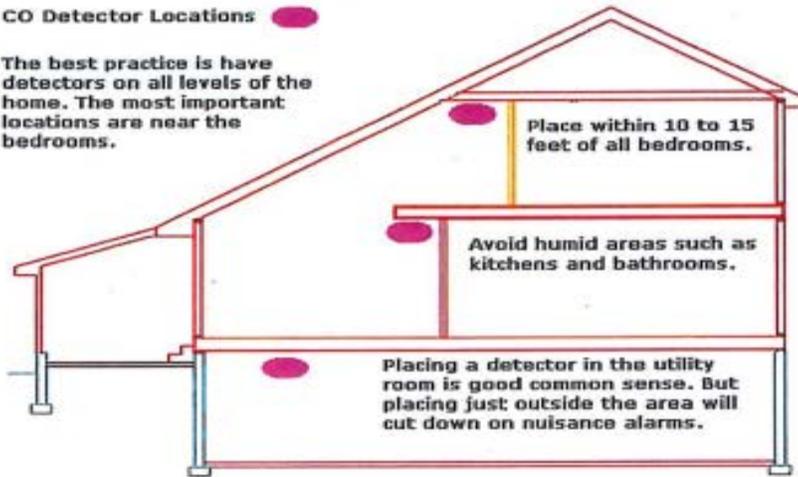
SMOKE DETECTOR INSTALLATION LOCATION



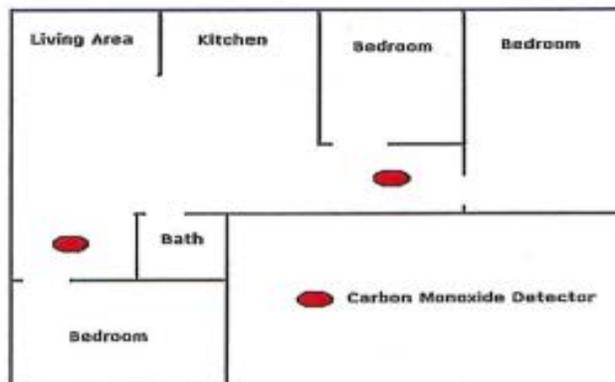
CO DETECTOR LOCATIONS

CO Detector Locations

The best practice is have detectors on all levels of the home. The most important locations are near the bedrooms.



Carbon Monoxide Detector Placement



10-Year sealed battery/Combination Smoke-CO are acceptable