

TOWNSHIP OF FRANKLIN
COUNTY OF GLOUCESTER
Office of the Administrator

MEMORANDUM

To: Township Committee

From: John Salvatore



Date: March 26, 2020

Re: Certificate of Occupancy Transfers (COT)

Because of the health threat posed by the COVID-19 pandemic and the resultant State of Emergency Declaration by the Governor of the State of New Jersey, the Township of Franklin will be only be conducting COT inspections for existing dwelling units that are vacant empty non inhabited.

During this declared emergency, the process to handle situations where a COT is required for the change of ownership of a property and the dwelling unit is not vacant empty non inhabited will be as follows:

1. An **Application and Certification in Lieu of Inspection for Certificate of Smoke Alarm, Carbon Monoxide Alarm and Portable Fire Extinguisher Compliance** shall be properly completed by the property owner and provided to the Township.
2. Section 178-4 of the Code of the Township of Franklin provides that when there is a change of ownership, that the buyer of such a unit may waive the seller's responsibility and assume the same. Said waiver shall be in writing, signed by the buyer and shall state that the buyer is fully aware that they are assuming full responsibility for obtaining a C.O.T. pursuant to this chapter and this waiver shall be filed with the Housing Code Official.
3. Should both items 1 and 2 be completed to the satisfaction of the Housing Code Official, the Housing Code Official may issue a Provisional Certificate of Occupancy.
4. Upon the termination of the State of Emergency Declaration by the Governor, the Housing Code Official will contact the responsible party as designated by the waiver and schedule an inspection.

Cc: Housing Code Office

Attachments:

Application and Certification in Lieu of Inspection for Certificate of Smoke Alarm, Carbon Monoxide Alarm and Portable Fire Extinguisher Compliance

Buyer's Waiver of Seller's Responsibility

**BUYER'S WAIVER
CHANGE OF OWNERSHIP OF A DWELLING UNIT**

Franklin Code Chapter 178-4. Responsibility for obtaining certificate.

The owner of each dwelling unit subject to this chapter shall be responsible for making written application to the Housing Code Official for a certificate of occupancy transfer. In the event that a change of occupancy is also accompanied by a change of ownership of a dwelling unit, the buyer of such dwelling unit may waive the seller's responsibility and assume the same; provided, however, that such a waiver shall be in writing, which said waiver shall further state that the buyer is fully aware that he, she or it is assuming full responsibility for obtaining a certificate of occupancy transfer pursuant to this chapter, and provided further that such written waiver shall be filed with the Housing Code Official.

Dwelling Location: Block _____ Lot _____
(not mailing address)
Street _____

By signing this certificate, I hereby certify that I am the buyer of the above designated property and that I am fully aware that I am assuming the responsibility for obtaining a certificate of occupancy transfer pursuant to and subject to all the requirements of Franklin Code Chapter 178 Certificate of Occupancy Transfer.

Buyer Printed Name _____

Buyer Signature _____

Date _____

Buyer Current Address _____

Daytime Phone _____

APPLICATION AND
CERTIFICATION IN LIEU OF
INSPECTION FOR CERTIFICATE
OF SMOKE ALARM, CARBON MONOXIDE
ALARM, AND PORTABLE FIRE
EXTINGUISHER COMPLIANCE

Dwelling Location: Block: _____ Lot: _____
(not mailing address) Street: _____
Municipality: _____ County: _____

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

- Smoke alarm on each level of the dwelling, including basements, excluding attic or crawl space; and
- Smoke alarm and carbon monoxide alarm outside each separate sleeping area; and within 10 feet of bedrooms
- All smoke alarms are in working order. Carbon monoxide alarm(s) in working order
- Fire extinguisher is the correct size, is properly mounted, and is located within 10 feet of the kitchen

This is a _____ story dwelling with without a basement.

An inspection shall be conducted by the owner or an authorized representative of the owner. The smoke alarms required above shall be located in accordance with NFIPA 74; the carbon monoxide alarm(s) installed per NFPA-720. The alarms are not required to be interconnected. Battery powered alarms are acceptable. Note: AC powered and/or interconnected alarms and smoke detectors installed in homes constructed after January, 1977 shall be maintained in working order. The fire extinguisher is installed per P.L. 2005, c.71 (N.J.S.A. 52:27D-198.1 et seq).

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 _____

Note: Once issued, a Certificate is not transferable, nor is a fee refundable. If the change of occupant does not occur within 6 months, a new application shall be required.

FOR OFFICE USE ONLY

Log Number: _____ Check Number: _____

WHERE TO LOCATE ALARMS:

Alarms 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, an alarm is to be placed in the hallway outside each sleeping areas as shown in Figure 1. In single floor homes with two separate sleeping areas, two alarms are required, outside each sleeping areas as shown in Figure 2. In multi-level homes, alarms are to be located outside sleeping areas and at every finished level of the home as shown in Figure 3. Basement level alarms are to be located in close proximity to the bottom of basement stairwells as shown in Figure 4.

WHERE NOT TO LOCATE ALARMS:

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

Kitchens-smoke from cooking may cause nuisance alarm.

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

Near forced air ducts-used for heating or air conditioning-air movement may prevent smoke from reaching alarm.

Near furnaces of any type-air and dust movement and normal combustion products may cause a nuisance alarm.

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 alarm.

FURTHER INFORMATION ON ALARM PLACEMENT:

For further information about alarm placement consult the National Protection Association's Standard No. 74-1984, titled "Household Fire Warning Equipment." This publication 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.

WHERE TO LOCATE FIRE EXTINGUISHER:

Within 10 feet of the kitchen and located in the exit or travel path; and is visible and in a readily accessible location. The top of the fire extinguisher is not more than 5 feet above the floor and is mounted using manufactures hanger or brackets. Minimum size of 2A:10B:C and weigh no more than 10 pounds, is accompanied with the owners manual or with the proper written instructions. The extinguisher is listed, labeled, charged and operable. The extinguisher must have been serviced and tagged by a contractor certified by the New Jersey Division of Fire Safety within the past 12 months or seller must provide a recent proof of purchasing receipt.

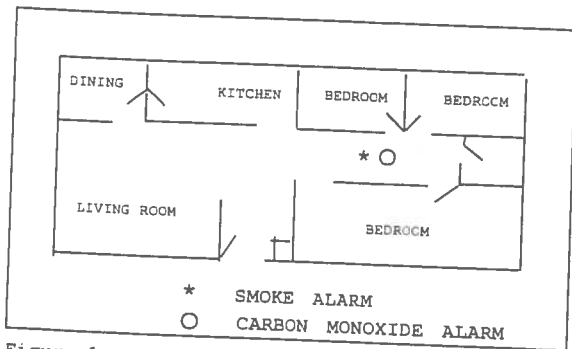


Figure 1

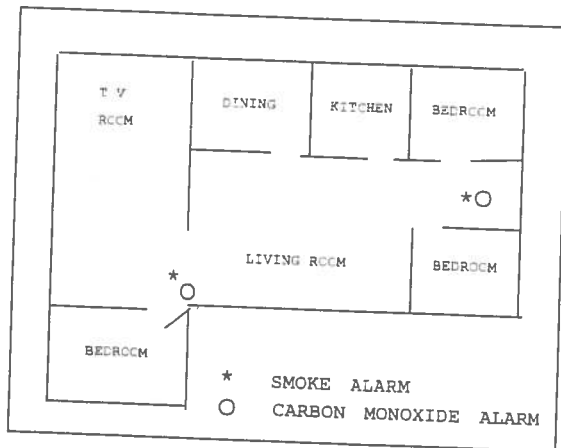


Figure 2

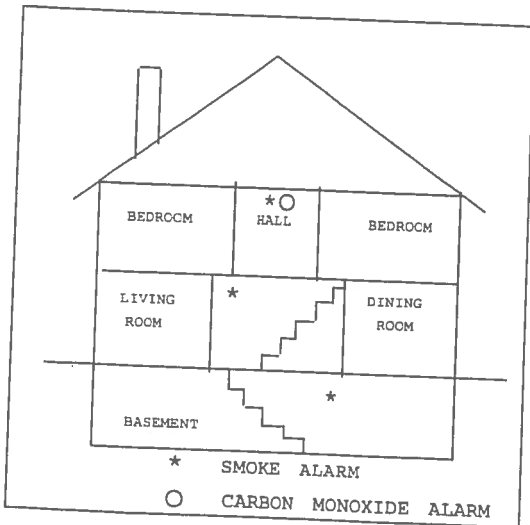


Figure 3

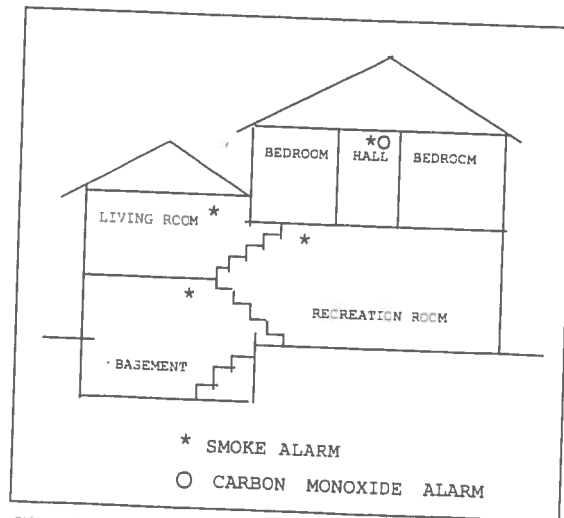


Figure 4

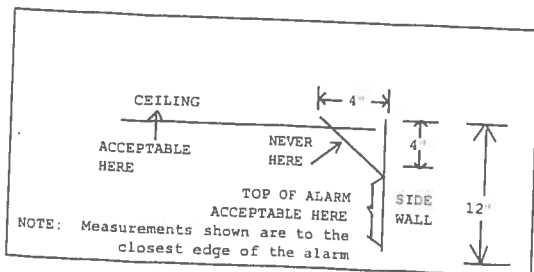


Figure 5