

DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF FIRE SAFETY  
MEMORANDUM

TO: ALL LOCAL ENFORCING AGENCIES  
FROM: LOUIS KILMER, CHIEF - BUREAU OF FIRE CODE ENFORCEMENT  
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.

**GLOUCESTER CITY  
HOUSING AND BUILDING DEPARTMENT  
(856)456-7689, FAX (856) 456-0289**

**700 SOMERSET ST  
GLOUCESTER CITY, NJ 08030**

Owners Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No: \_\_\_\_\_ CO# \_\_\_\_\_  
Property Location: \_\_\_\_\_  
Apartment #: \_\_\_\_\_ Floor: \_\_\_\_\_  
Inspector: \_\_\_\_\_

**PERMITS NEEDED FOR ALL ELECTRICAL PLUMBING AND BUILDING**

NOTE: All Landlords are required to register their rental properties with the Gloucester City Construction and Housing Office. Please call (856) 456-7689 for information. All non-owner occupied duplexes or larger must also register with the Gloucester City Fire Department, contact them at (856) 456-0231 for details

The items marked below must be corrected before a final Certificate of Occupancy can be issued. A Certificate of Occupancy must be acquired before the property can be occupied. Permits are needed for all electrical, plumbing, and building work. The owners can do their own work if this is their principal residence. Otherwise a licensed contractor will be needed. Proof of permits is required at the time of re-inspection and proof that it passed all inspections.

**A CERTIFICATE OF OCCUPANCY CANNOT BE ISSUED UNTIL ALL PERMITS HAVE BEEN  
ISSUED AND FINAL INSPECTIONS HAVE BEEN MADE AND SIGNED OFF BY THE  
APPROPRIATE INSPECTOR (FIRE, ELECTRIC, ETC.) CALL (856) 456-7689 FOR DETAILS.**

This list once issued is good for a period of 90 days. This may be extended one time 30 additional days if applied for in writing. Beyond that frame a new application and fee is required. 3<sup>rd</sup> Inspection will be an additional fee

☐ V / ☐ A V is for violation A is for abated

**Exterior:**

☐ V / ☐ A Please complete the application properly and supply us with the following information. Names, birthdates and previous address and drivers license # of all new and old occupants. \_\_\_\_\_

☐ V / ☐ A Complete the attached Rental Facility Registration form and pay the appropriate fee(\$150.00 per unit) this must be done before a Certificate of Occupancy can be issued.

☐ V / ☐ A Complete the attached amended form (no fee required) this must be done before a Certificate of Occupancy can be issued.

☐ V / ☐ A The house numbers must be installed to be visible from the street (3" high letters)

☐ V / ☐ A Replace \_\_\_\_\_ pads of sidewalk as marked \_\_\_\_\_ ☐ V / ☐ A Replace all sections of damaged or missing curbing approximately \_\_\_\_\_ Feet. ☐ V / ☐ A Replace driveway apron

☐ V / ☐ A Roof certification of all roofs w/contractors license number ☐ V / ☐ A All roofing must be sound and leak free

☐ V / ☐ A Provide gutters and downspouts, elbows ☐ V / ☐ A Remove downspouts from sewer line & cap sewer line off properly

☐ V / ☐ A Provide a graspable 1 1/4 to 2" handrail on front steps ☐ V / ☐ A Provide a guardrail on the \_\_\_\_\_ (balusters max 4" clearspace or solid materials)

☐ V / ☐ A Provide a front and rear exterior light ☐ V / ☐ A Replace the electrical service line or secure to house

☐ V / ☐ A Scrape and paint all exterior wood \_\_\_\_\_ ☐ V / ☐ A Repair/replace any rotting and damaged wood

☐ V / ☐ A Repair/ replace damaged doors and or storm doors and hardware

☐ V / ☐ A Repair/replace damaged siding, soffit, fascia, capping \_\_\_\_\_

☐ V / ☐ A Repair all cracked, broken or missing glass ☐ V / ☐ A Provide screens for all windows

☐ V / ☐ A Provide the following maintenance to the fence \_\_\_\_\_

☐ V / ☐ A Seal all exterior penetrations \_\_\_\_\_

☐ V / ☐ A The chimney must be \_\_\_\_\_

☐ V / ☐ A Remove unregistered, uninsured vehicle(s) and disrepair vehicle(s)(66:20) \_\_\_\_\_

☐ V / ☐ A Remove all trash, junk and debris, Ord 25 3 days to abate \_\_\_\_\_

☐ V / ☐ A Code 66:17 A&B Maintenance of Exterior of Property, Free From Hazards and Insanitary Conditions and a Blighting Factor to Surrounding Properties.

**Additional Comments:** \_\_\_\_\_

**BASEMENT:**

- ☐ ☐ No Egress- Not a bedroom
- ☐ ☐ Provide a handrail on the stairs ☐ ☐ repair basement stairs ☐ ☐ light for stairs ☐ ☐ A concrete or stone floor (min 4” thick) throughout the basement ☐ ☐ Hardwired interconnected battery backup smoke detectors (malfunctioning or missing) ☐ ☐ Provide two windows for ventilation ☐ ☐ Provide fire draft stopping where missing ☐ ☐ Pipe the hot water safety valve on hot water heater to within 6” of the floor ☐ ☐ Heater certification W/License Number ☐ ☐ Vent stack must be sealed properly at the penetration of the chimney ☐ ☐ Emergency switch at top of stairs for heater ☐ ☐ Electrical panel min of 100amp ☐ ☐ Repair/replace damaged electrical receptacles/switches/fixtures/ bulbs/ cover plates/ secure all loose wires ☐ ☐ Parge and seal basement walls ☐ ☐ Rotting termite damaged wood must be replaced/ repaired ( all termite damage must be treated and certified by a NJ licensed exterminator along with a receipt with license number ☐ ☐ Remove all trash, junk, debris clean basement ☐ ☐ Remove Oil Tank and fill tubes ☐ ☐ Dryer exhaust must be hard piped to exterior on dwelling (must be equipped with a backdraft damper) or utilize a semi- rigid flexible connection ☐ ☐ Water in basement ☐ ☐ Gas dryers required shut offs at appliance connection
- \_\_\_\_\_
- \_\_\_\_\_

**INTERIOR:**

**Living room:**

- ☐ ☐ soft/ weak flooring ☐ ☐ Carpet worn torn or stained ☐ ☐ Repair damaged walls and ceilings
- ☐ ☐ Spackle sand and paint walls, ceilings and woodwork ☐ ☐ Repair/ Replace damaged radiator covers ☐ ☐ Repair/ Replace damaged electrical receptacles/ switches/ fixtures/ bulbs/ cover plates

**Dining room:**

- ☐ ☐ Soft/weak flooring ☐ ☐ Carpet worn, torn or stained ☐ ☐ Loose tile cracked or missing
- ☐ ☐ Repair damaged walls and ceiling ☐ ☐ Spackle, sand and paint walls, ceilings, and woodwork
- ☐ ☐ Repair/Replace damaged radiator covers ☐ ☐ Repair/Replace damaged electrical receptacles/switches/ fixtures/bulbs/cover plates

**Kitchen:**

- ☐ ☐ Repair/ Replace Damaged Electrical receptacles/ G.F.I receptacles/ switches/ fixtures/ bulbs/ cover plates
- ☐ ☐ Damaged countertop ☐ ☐ Sink/ fixture ☐ ☐ Drain/ trap ☐ ☐ Hot cold water ☐ ☐ Damaged cabinets
- ☐ ☐ Floor/ loose tile cracked or missing ☐ ☐ Stove not working properly ☐ ☐ Range hood ☐ ☐ Spackle, sand and paint walls, ceilings and woodwork ☐ ☐ Anti- tip device for stove ☐ ☐ Fire extinguisher

**Stairway to 2nd Floor:**

- ☐ ☐ Provide a handrail on the stairs ☐ ☐ Provide a guardrail around the stairway (balusters maximum 4” clear space solid materials) ☐ ☐ Spackle, sand and paint walls, ceilings and woodwork ☐ ☐ Hardwired interconnected battery backup smoke detectors (Malfunctioning or Missing) ☐ ☐ Carbon monoxide detector outside sleeping area ☐ ☐ Repair/ Replace damaged electrical receptacles/ switches/ fixtures/ bulbs/ cover plates/ Provide 3way switch ☐ ☐ Carpet worn,torn or stained ☐ ☐ Repair steps/treads

**Bathroom:**

- ☐ ☐ Door/ Jams trim/ hardware ☐ ☐ Floor/ threshold ☐ ☐ Repair/ Replace damaged Electrical receptacles/ switches/ fixtures/ bulbs/ cover plates ☐ ☐ medicine cabinet ☐ ☐ Ventilation fan ☐ ☐ Toilet or loose ☐ ☐ sink fixture ☐ ☐ sink not installed properly ☐ ☐ Hot and cold water ☐ ☐ Trap leaking ☐ ☐ Tub Fixtures ☐ ☐ Clean tub remove all old caulk and re-caulk tub and shower ☐ ☐ Repair damaged walls/ ceiling this may include tub area ☐ ☐ Spackle, sand and paint walls, ceilings and woodwork

**Additional Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Bedroom:**

☐ Battery operated smoke detectors ☐ Soft/ weak flooring ☐ Carpet worn, torn or stained ☐ Repair damaged walls, ceilings and doors ☐ Spackle, sand and paint walls, ceilings and woodwork ☐ Repair/ Replace damaged radiator covers ☐ Repair/ Replace damaged electrical receptacles/ switches/fixture/ bulbs/ cover plates

**Attic:**

☐ Provide a handrail on the stairs ☐ Provide a guardrail around the stairway (balusters maximum 4" clear space solid materials) ☐ Spackle, sand and paint walls, ceilings and woodwork ☐ Hardwired interconnected battery backup smoke detectors (Malfunctioning or Missing) ☐ Carbon monoxide detector outside sleeping area ☐ Repair/ Replace damaged electrical receptacles/ switches/ fixtures/ bulbs/ cover plates/ Provide 3way switch ☐ No heat not a bedroom

**General:**

☐ Repair all damaged dropped ceilings and tracking fire stopping needed above all drop ceilings and all electrical above ceilings need to be secured and be put in proper electrical boxes including all fixtures

- ☐ Hardwired interconnected battery backup smoke detectors (Malfunctioning or Missing) one each level if new will be required to get permits ☐ Hardwire heads for smoke detectors are out of date, replace
- ☐ Carbon monoxide detector out side sleeping area with in 10' of all bedrooms
- ☐ Repair doors, jams, trim and hardware ☐ Repair windows, hardware and screens
- ☐ Clean Unit ☐ All floors must be smooth and clean
- ☐ (55:4) Unfit dwelling, possible infestation (roaches, mice,squirrels, vermin, bedbugs, etc.) poor living conditions, house keeping, broken water pipe/main Must have potable water and/or electric or heat for facilities
- ☐ Evidence of damaged mold/mildew must be abated within 3 days \_\_\_\_\_
- ☐ (55:17A) Gain Access to property Inspection of property must be made as soon as possible
- ☐ (55:13) Failure to obtain a Certification of Occupancy ☐ (55:14) Rental Registration Violation

**All permits must be closed out before any Certificate of Occupancy can be Issued**

- ☐ Provide two sets of a drawing showing location of all electrical and plumbing work. Drawings may be submitted by the owner if this is their principal residence and they perform the work. If work was done by a Licensed plumber or Electrician these drawings must be sealed by them.
- ☐ Needs permits ☐ Smoke Detectors ☐ Plumbing ☐ Electrical ☐ Heater ☐ Building
- ☐ Provide copy of registration card issued by the state for Multiple Dwelling
- ☐ Duplex of Greater residential rental units that are not owner occupied must also be registered with the Gloucester City Fire Department. Contact them at 456-0231 for details.
- ☐ Will need inspections an approvals by Gloucester City Fire Department. Contact them at 456-0231 for details.

**Additional Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If this violation is not corrected within \_\_\_\_\_ day(s) of the date of this notice, court action shall be taken. Upon conviction, violators may be fined not to exceed (\$1,000) One Thousand Dollars, or imprisonment, or community service not to exceed (90) Ninety Days, or both. Each violation and each day the same is violated shall be deemed and taken to be a separate and distinct offence. The notice shall also advise the recipient that if the violation is not corrected or abated the municipality will pursue remedies in municipal court and that any fines assessed shall become a lien on the subject property, if unpayable within 30 days of the fine assessment.

Sincerely,

\_\_\_\_\_