

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. 3rd 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: _____

PROPERTY LOCATION: _____

BASEMENT:

Provide a handrail on the stairs repair basement stairs light for stairs A concrete or stone floor(min 4" thick) throughout 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 lose wires Parge and seal basement walls Rotting termite damaged wood must be replaced/repared(all termite damage must be treated and certified by a 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 pipe to exterior on dwelling (must be equipped with a backdraft damper) Water in Basement

INTERIOR:

Living room:

Soft /weak flooring Carpet worn torn or stained Repair Damaged walls ceilings Spackle sand and paint walls ceilings and woodwork Repair/Replace Damaged radiator covers Repair/ Replace Damaged Electrical receptacles/switches/fixture/bulbs/cover plates

Dining room:

Soft /weak flooring Carpet worn torn or stained Loose tile cracked or missing Repair damaged walls ceilings 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/fixture/bulbs cover plates Damaged countertop Sink/fixture Drain/trap Hot cold water Damaged cabinets Floor/ Loose tile cracked of missing Stove not working properly Rang Hood Spackle, sand, and paint walls, ceilings, and woodwork

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 out side sleeping area Repair/ replace damaged electrical receptacles/switches/fixture/bulbs/cover plates/Provide 3way switch

Bathroom:

Door/Jams trim/hardware Floor/threshold Repair/ replace damaged electrical receptacles/G.F.I receptacles/ switches/fixture/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

Bedroom:

Battery operated smoke detectors Soft /weak flooring Carpet worn, torn, or stained Repair damaged walls, ceilings, 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 out side sleeping area Repair/ replace damaged electrical receptacles/ switches/fixture/bulbs/cover plates/ Provide 3way switch No heat not a bedroom

Additional Comments:

PROPERTY LOCATION: _____

General:

Repair all damaged drop 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

Carbon monoxide detector out side sleeping area with in 10' of all bedrooms

Repair doors, jams and trim, and hardware Repair windows, hardware, screens

Clean Unit All floors must be smooth and clean

(55:4) Unfit dwelling, possible infestation (roaches, mice, squirrels, vermin, etc.), poor living conditions, broken water pipe/main. Must have potable water and/or electric/or heat for facilities

Evidence of damaged molds/mildew must be abated within 3days

(55:17A) Gain Access to property Inspection of property must be made as soon as possible.

(55:13) Failure to obtain a Certificate 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 drawing 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 or 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 Inspection and 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 fine assessment,

Sincerely,
