



**COLLINGSWOOD FIRE
DEPARTMENT
OFFICE OF FIRE PREVENTION
& INSPECTION BUREAU**



434 Haddon Avenue
Collingswood, New Jersey 08108

P. (856) 854-7447
F. (856) 854-1279

Geoffrey T. Joyce
Fire Official

Application for Commercial Property - Exterior Certificate of Continued Occupancy

Complete this Application form (PLEASE PRINT) and submit to the Fire Prevention & Inspection Bureau at 434 Haddon Avenue Collingswood NJ 08108, with required fee. **A Representative must be present at the time of inspection to allow entry for the Inspector.**

Date ____/____/____ Requested Inspection Date ____/____/____ (Tues, Wed, Thur, AM or PM)

Property Address: _____

Settlement Date ____/____/____ Block # _____ Lot # _____

Seller Name(s): _____

Seller Address: _____ Phone# (____) _____

Is the Property Bank Owned ____ Y ____ N **Vacant** ____ Y ____ N

Buyer Name(s): _____

Buyer Address: _____

Email Address: _____ Phone# (____) _____

Inspection Requested by:
Agent Name /Company _____

Email Address: _____ Phone# (____) _____

Exterior Fee: \$ 50.00

All fees are due at time of application and are payable by CHECK or MONEY ORDER, to "Borough of Collingswood". All returned checks require a \$20.00 processing fee in addition to any bank fees. All Certificates are valid for one change of ownership or six (6) months, whichever comes first.

Call 856.854.7447 to schedule inspection



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Exterior Inspection Certificate of Continued Occupancy – Sale of Property

Borough Ordinance 227-3 requires an Exterior Code Inspection for the sale and/or re-sale of any residential and commercial properties with the boundaries of the Borough of Collingswood. This inspection includes sidewalks, walkways, curbing, driveways, exterior handrails and address numbers. A fee of **\$50.00** will be charged for this inspection, which is conducted by the inspector and completed at the time of the CSACMAPFEC inspection (if also required). Any repairs deemed necessary by the inspector shall be completed within thirty (30) days of notification.

IF TREES ARE PRESENT IN THE CURB STRIP, THEN A PERMIT IS REQUIRED FROM THE SHADE TREE COMMISSION BEFORE CONSTRUCTION/REPAIR MAY BEGIN.

Notification may be made by contacting Collingswood Public Works at (856)854-0533

Standards for Inspection

1. Sidewalks and Walkways: All walkways on the property and sidewalks from property line to property line must be free from trip hazards which are considered to be 1.) A height differential equal to or greater than one half inch (1/2") between adjacent sidewalk blocks, or 2.) sidewalk cracks measuring one quarter inch or greater in width (1/4").
 - a. Any sidewalk or walkway blocks containing trip hazards must be replaced and shall conform to the standards outlined in §141-85.
 - a. Acceptable repairs:
 1. Raised blocks may be leveled by lifting the block and resetting it without causing cracks and leveling it with adjacent blocks.
 2. Grinding of concrete surface to level the surface for those blocks that are raised one (1) inch or less.
 - b. Unacceptable Repairs:
 1. Patching or filling
 - b. The property owner shall be responsible for obtaining a permit from the Department of Public Works prior to completing any sidewalk repairs.
2. Curbs: All curbs from property line to property line must be free of any sign of disintegration and cracks greater than one- half inch.
 - a. Curbs not meeting the standards described herein shall be replaced to conform to the standards outlined in §141-59.



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- b. The property owner shall be responsible for obtaining a permit from the Department of Public Works prior to completing any curb repairs.
3. Driveway and Driveway Aprons
 - a. Driveways must be maintained in good condition and free from trip hazards as defined in Section 1 above.
 - b. All residential driveways and parking surfaces must be a minimum of nine (9) feet wide and eighteen (18') feet long from the sidewalk.
 - a. Existing parking surface sizes must be maintained in accordance with the standards set forth herein.
 - c. Prohibited Driveway Surfaces:
 - a. Dirt or grass
 - b. Loose material such as gravel, stone or shells
 - d. Driveway apron surfaces shall be constructed of concrete, bituminous concrete, or pavers, in accordance with **§ 141-76G(2), (a)-(c)**.
 - e. Residential driveway surfaces shall be constructed according to **§ 141-76G(2)**.
4. Exterior Stairs and Railings
 - a. All exterior stairs and railings must be maintained in good, stable condition and free from all forms of damage.
5. All exterior stairs having more than four risers or are more than 30 inches in height must have handrails and guards that meet NJ Uniform Construction Code and/ or The BOCA National Property Maintenance Code 1993
 - a. The property owner shall be responsible to obtain a construction permit prior to completing any stair and/or railing replacement.
6. Building Numbers
 - a. Each structure to which a street number has been assigned shall have such number displayed in a position easily observed and readable from the public right-of-way. All numbers shall be in Arabic numerals at least 3 ½ inches high.

Acceptable driveway materials include:



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- a. Bituminous concrete with a four-inch dense-graded aggregate base course and two-inch top coat of Hot Mix Asphalt 9.5M64 Surface Course (using NJDOT Specification).
- b. Concrete with six-inch depth using a 4,000 PSI mix on well compacted subgrade.
- c. Bricks or pavers constructed on a four-inch base of 3,500 PSI concrete mix.
- d. Concrete ribbons or strips, 18 inches wide with a grass or turf median. Ribbons or strips must meet the above specifications for base depth and materials of residential driveway concrete surfaces.
- e. Permeable paver systems. Base materials must be installed to manufacturer's specifications. Base and intermediate fill material must be sufficiently held in place. To be constructed in accordance with the current New Jersey Best Management Practices Manual Chapter 9.7.
- f. Permeable concrete or asphalt system. Base depth and materials installed to manufacturers specifications. To be constructed in accordance with the current New Jersey Best Management Practices Manual Chapter 9.7.
- g. Plastic grid systems with permeable grass infill. Base depth and materials installed to manufacturers specifications.

Construction Permit and Zoning Official Affidavit

A property shall not be issued an exterior inspection certificate without proof that all Construction Permits or any Zoning concerns have been satisfied under the requirements of the New Jersey Uniform Construction Code and Borough Code. This affidavit must be completed by the building owner and signed by the Construction Office and Zoning Official representative **prior to submitting the application packet to the Fire Prevention & Inspection Bureau.**

All certifications will be valid for a time period of **six (6) months** from the date of inspection, **or one change of ownership**. If you have any questions, please contact the office at (856)854-7447.



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Construction Permit Affidavit

Property Address: _____

Owner Name(s): _____

Owners Address: _____

Settlement Date ____/____/____

Block # ____ **Lot #** ____

I hereby certify that the above listed property **does not** have open permits in accordance with the New Jersey Uniform Construction Code.

Construction Office Representative

Date



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Zoning Official Affidavit

Property Address: _____

Owner Name(s): _____

Owners Address: _____

Settlement Date ____/____/____

Block # ____ Lot # ____

I hereby certify that the above listed property **does not** have outstanding violations with the Zoning Office for the Borough of Collingswood.

Zoning Office Representative

Date