



**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 CSACMAPFEC & Exterior Resale Certification**

Complete this Application form (PLEASE PRINT) and submit to the Fire Prevention & Inspection Bureau at 434 Haddon Avenue Collingswood NJ 08108, with required fee. New regulations as of 2025 have been added, please read packet thoroughly. **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 Forwarding Address:** \_\_\_\_\_ **Phone#** (\_\_\_\_) \_\_\_\_\_

Does Buyer Intend to Occupy Premises as **Primary Residence?** \_\_\_\_Y \_\_\_\_N

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#** (\_\_\_\_) \_\_\_\_\_

-----  
**(ONE single check may be written for BOTH inspections)**

**Exterior Inspection Fee: \$ 50.00**

**plus**

**Interior CSACMAPFEC Fee Schedule - Based on Application Date**

>10 days prior to Inspection appointment - **\$75.00**

<10 days prior to Inspection Appointment - **\$150.00**

**All re-inspections are an additional \$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**

**[www.collingswood.com](http://www.collingswood.com)**



# **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

## **Interior Inspection Requirements**

**(READ CAREFULLY – CONTAINS NEW REQUIREMENT FOR PLACEMENT OF LABELS FOR SECONDARY POWER SOURCES. REQUIREMENTS FOR PLACEMENT OF FIRE EXTINGUISHER REMOVED AS OF FEBRUARY 2025)**

### **SMOKE ALARM MINIMUM REQUIREMENTS**

Every bedroom and level of the residence shall have a working 10-year sealed battery smoke alarm installed. All smoke alarms shall be approved by Underwriter Laboratories or other approved independent testing agency.

Hardwired smoke alarms (110v AC) are exempt from the 10-year sealed battery smoke alarms. If present, the system shall be tested in accordance with NFPA 72 and a test report provided at the time of inspection.

All smoke alarms shall be mounted on the ceiling as least four (4) inches from the wall or on the wall with the top of the smoke alarm not less than four (4) inches or more that twelve (12) inches below the ceiling at its highest point

### **CARBON MONOXIDE (CO) DETECTOR MINIMUM REQUIREMENTS**

A carbon monoxide (CO) alarm or detector shall be located within ten (10) feet of each sleeping areas. If all of the bedrooms share one common hallway that is less than ten (10) feet in length, then only one detector is required in that hallway. Carbon monoxide (CO) alarms shall be installed in accordance with the manufacturer's specifications. Combination Carbon Monoxide (CO) and Smoke alarms are approved for use.

**All carbon monoxide alarms shall be approved by Underwriters Laboratories or other approved independent testing agency.**

### **PLACEMENT OF FIRE EXTINGUISHERS FOR ONE- AND TWO-FAMILY RESIDENCES**

**Section no longer required after Governor Murphy signed P.L.2025, c.19 in to law on February 3, 2025**

### **PLACEMENT OF LABELING FOR RESIDENTIAL STRUCTURES CONTAINING SECONDARY POWER SOURCES**

A structure used or intended for use for residential purposes by one or two households must have a label installed within 18 inches of the main electrical panel and electrical meter warning of the dangers associated with secondary power sources. A secondary power source may include permanently installed internal combustion generators, solar panels, battery storage systems, or any other supplemental source of electrical energy to the primary power supply. The label must be marked with the wording similar to "CAUTION: MULTIPLE SOURCES OF POWER." and may not be handwritten. A label compliant with ANSI Z535.4 will meet the requirements of this law and may be referenced in the subsequent regulations.



# 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

## Exterior Inspection Requirements

### Exterior Resale Certification – Sale of Property

Borough Ordinance 227-3 requires an Exterior Housing Code Inspection for the sale and/or re-sale of 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**.
  - b. The property owner shall be responsible for obtaining a permit from the Department of Public Works prior to completing any curb repairs.



# 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

### 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. House 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:

- 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.



# 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

- 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.

## **TEMPORARY CCO REQUIREMENTS FOR EXTERIOR INSPECTION**

A temporary CCO may be issued in the event repairs cannot be made in sufficient time prior to settlement due to weather conditions or other extenuating circumstances as determined by the Borough code official. The temporary certificate can be issued for a period not to exceed six months.

(1) An application for a temporary certificate of inspection must be in writing and signed by both the seller and buyer and acknowledged by a notary public.

(a) The applicant for the temporary certificate shall provide an estimate of the repairs required to abate the violations.

(b) The escrow to be established at the time of settlement shall be equal to an amount that is twice the amount of the estimated repairs on the settlement statement.

(c) The escrow may be released following a reinspection confirming that the required repairs were made and approved by the designated Borough official.

## **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.

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.



**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

**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



**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

**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