



Princeton Department of Emergency & Safety Services
Bureau of Fire Safety
 One Monument Drive
 Princeton, NJ 08540
 Phone: 609-497-7646; Fax: 609-945-6080
 www.princetonnj.gov

Application for Certificate of Smoke Detector/Carbon Monoxide Alarm/Kitchen Fire Extinguisher Compliance

Street Address:		
Block#	Lot #	No. of Units:

Owner Name:	Applicant Name:
Address:	Company:
	Address:
Telephone #	Telephone #
Name of Inspection Contact:	Cell Phone # of Inspection Contact:
Applicant/Owner Signature:	

<u>For Office Use Only</u>		
For Homes Equipped with Alarm System: <input type="checkbox"/> Inspection report from alarm company required	For Homes without Alarm Systems: <input type="checkbox"/> 120 VAC Hardwire or <input type="checkbox"/> Battery Operated Only <input type="checkbox"/> Detectors <10 years old	
Application Date:	Closing/Occupancy Date:	
Inspection Date:	Reinspection Dates:	
Inspection Time:	Reinspection Times:	
Assigned to:	Assigned to:	
Occupancy #	Property #	Initial Inspection Fee:
Reinspection Fee:	Certificate Fee:	Total Fee:
Inspection #	Certificate #	Invoice #
Approved:		Date:



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Instructions for Obtaining a Certificate of Smoke Detector, Carbon Monoxide Alarm, and Kitchen Fire Extinguisher Compliance

1. **Obtain an application** – Download from www.princetonnj.gov/forms or call to have one faxed to you.
2. **Ensure you fill in all of the information**- If someone other than the owner is applying, make sure the property owner's information is included, as it is needed to print the certificate.
3. **Schedule your inspection** – Bring the form to the Bureau of Fire Safety at Princeton Monument Building, 1 Monument Drive – or fax to our office – 609-945-6080. We cannot schedule an inspection without the completed form.
 - a. Please note that your application must be made to the Bureau at least 10 days before your closing, to avoid additional fee's imposed by the State of NJ.
 - b. Please make sure the name of the person accompanying the inspector, as well as a cell phone number is included, in case there is a last minute scheduling issue.
 - c. No application is complete until you schedule an inspection.
4. **Alarm Systems**- If the home is equipped with an alarm system (Fire Alarm, or combination Fire/burglar alarm), we will need an inspection report from an alarm company indicating the alarm system is functioning properly.
**** Special Note:** The alarm system does not have to be monitored by a central station monitoring company.
5. **Battery Operated or 120 VAC Electric Detectors:** If your home is equipped with battery operated or 120 VAC electric type smoke detectors, the detectors must be less than 10 years old. There is a date stamp on the back of the detectors. If there is no date stamp, it is greater than 10 years old and must be replaced.
 - a. Generally, you must have at least one smoke detector on each floor level, and one smoke detector within 10 feet of each bedroom, including the basement, but excluding the attic.
 - b. You must have one carbon monoxide detector within 10 feet of each bedroom.

- c. Carbon Monoxide detectors may be battery operated, 120 VAC electric type, or may be combined with Smoke Detectors (combination smoke detector/CO Detector).
 - d. Different types of smoke detectors (fire alarm detectors, battery-operated type, 120 VAC electric type) may NOT be combined to provide complete coverage. One type of smoke detector must be consistent throughout the house, providing all the required protection. You may have supplemental smoke detectors of a different type, but compliance must be obtained using only one type of smoke detector. For example, you may not have an fire alarm-type smoke detector on the second floor, a 120 VAC electric-type smoke detector on the first floor, and a battery-operated type smoke detector in the basement.
6. **Fire Extinguisher**- You must have a fire extinguisher mounted on a wall in the kitchen or within 10 feet of the kitchen. The fire extinguisher must be a dry chemical-type extinguisher having a minimum rating of at least 2A-10B:C. You can purchase these fire extinguishers from any hardware store, but please note that it is usually the medium-size, not the smallest, fire extinguisher they stock.
7. **Certificate of Compliance** – Once the inspection cycle is completed and your home is in compliance, you can pay the requisite fees and pick up your certificate at the Bureau of Fire Safety. The certificate will be available based on the fee/time frame in which you need the certificate.
8. **Fees** - The total fee due is based on the following two criteria:
- a. **Inspection/Reinspection Fee** – There is a \$25 fee (per unit) for each initial inspection, and a \$50 fee (per unit) for each reinspection that must be performed to determine compliance.
 - b. **Certificate Fee** – The certificate fee is prescribed by NJ State Statutes, and is based on the amount of time between receipt of your completed application form and the date of your closing (in other words, how quickly do you need it ?), as follows:

	<u>Certificate Fee</u>
More than 10 days between application and closing.....	\$35.00
Four days to 10 days between application and closing.....	\$70.00
Three days or less between initial inspection and closing....	\$125.00

Inspection + (Reinspection Fee) + Certificate Fee = Total Fee Due

If you have any questions, please do not hesitate to contact the staff of the Bureau of Fire Safety.