

## BOROUGH OF WOODLAND PARK

Inspection Date \_\_\_\_\_

## DEPARTMENT OF INSPECTIONS

5 Brophy Lane, Woodland Park, NJ 07424

(973) 345-8100 Ext 103

Hours- 10am-12pm

Continued Certificate of Occupancy /Dwelling Certificate

Pursuant to Borough Ordinances 22-50.2 &amp; 14.14

**RESIDENTIAL RENTAL**

DATE: \_\_\_\_\_

APPLICATION FILE# \_\_\_\_\_

BLOCK \_\_\_\_\_

LOT \_\_\_\_\_

ZONE \_\_\_\_\_

## ADDRESS OF PROPERTY:

\_\_\_\_\_ APT# \_\_\_\_\_ FLOOR \_\_\_\_\_

## CURRENT PROPERTY OWNER

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE#: \_\_\_\_\_ CELL#: \_\_\_\_\_

NEW TENANTS: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

Please list all Occupants information on the "Dwelling Certificate". You must provide Photo I.D.'s of All Occupants. (Adults Driver licenses and Birth Certificates/Passports of Children).

If a Cooperation, you must provide Photo I.D. of the President or Management Company Agent. Also provide Photo I.D.'s of all Adult Tenants and Copies of Birth Certificates/Passports for Children Occupying each unit, if applicable.

One-Family Two- Family Multi Family (# of apt) 

1- Family Fee: \$100.00

2-Family Fee: \$100.00 Per unit

Multi-Family Fee: \$100.00 Per Unit

Owner/Agent Signature: \_\_\_\_\_

Phone/Cell #: \_\_\_\_\_

**FOR OFFICE USE ONLY**

FEE PAID \$ \_\_\_\_\_ CASH \_\_\_\_\_ CHECK# \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

## DEPARTMENT APPROVALS:

FIRE \_\_\_\_\_ BUILDING \_\_\_\_\_ ZONING \_\_\_\_\_ DPW \_\_\_\_\_ Open Permits \_\_\_\_\_

Year Built \_\_\_\_\_ Lead Free \_\_\_\_\_ Lead Safe \_\_\_\_\_ NJ Required Insurance \_\_\_\_\_

INSPECTED BY \_\_\_\_\_ DATE \_\_\_\_\_

BOROUGH OF WOODLAND PARK  
DEPARTMENT OF INSPECTIONS

**DWELLING CERTIFICATE**

ADDRESS: \_\_\_\_\_ APT #: \_\_\_\_\_ FL #: \_\_\_\_\_

NUMBER OF ADULT OCCUPANTS \_\_\_\_\_

HUSBAND'S NAME \_\_\_\_\_

WIFE'S NAME \_\_\_\_\_

SINGLE ADULT'S NAME \_\_\_\_\_

RELATIONSHIP TO OCCUPANT(S) \_\_\_\_\_

NUMBER OF CHILDREN \_\_\_\_\_

NAME \_\_\_\_\_ AGE \_\_\_\_\_

WE CERTIFY THAT ALL STATEMENTS ARE TRUE. I/WE ARE AWARE THAT IF ANY OF THE ABOVE STATEMENTS MADE BY ME/US ARE WILLFULLY FALSE, WE ARE SUBJECT TO LEGAL ACTION.

SIGNATURE OF OWNER/AGENT

SIGNATURE OF TENENT

PRINT OWNER/AGENT NAME

PRINT TENANT NAME

DATE \_\_\_\_\_

BOROUGH OF WOODLAND PARK  
DEPARTMENT OF INSPECTIONS  
5 BROPHY LANE, WOODLAND PARK, NJ 07424

**CHECKLIST FOR CERTIFICATE OF OCCUPANCY**

1. Make sure walkways are in good condition: not broken or lifted, as these can cause tripping conditions.
2. All exterior stairs are to be in good condition and must have handrails.
3. All roofs to be in good condition.
4. Gutters and leaders must be in good condition.
5. Paint should at least be in fair to good condition on exterior.
6. Repair all broken window glass.
7. Street number must be posted on or close to the door, regardless of where it might be posted elsewhere on the property.
8. All garbage and trash must have been removed from the property.
9. No unregistered vehicles or car parts can be stored on the property.
10. All overgrowth must have been cut back and cleaned up.
11. Smoke detectors must be on each level and within 10' of bedrooms.
12. Installed carbon monoxide detectors must be within 10' of bedrooms.
13. Fire extinguishers are required and must be in compliance with N.J. Div. of Fire Safety regulations.
14. All interior stairs must have handrails.
15. Installed dead bolt locks on exterior doors must have thumb latches on the inside (not a key lock).
16. Basement kitchens or bathrooms, installed without a building permit, must be removed.
17. Plumbing wastes and water supply lines must be in good condition and must not be leaking.
18. If you have sump pump, it must drain to the outside of the building and cannot be connected to the sewer line.
19. All heating equipment and hot water heaters must be vented into the chimney, and the sewer line must be sealed.
20. All water heaters, boilers and furnaces must be vented properly.
21. Extension tube on water heaters must go from relief valve to within 12" from the floor.
22. A "Licensed Professional" must certify that a septic system is functioning properly and is in compliance with all DEP requirements. **\*\*Applies to "Resale" of property only.\*\***

**CERTIFICATE OF OCCUPANCY / DWELLING CERTIFICATE**  
**PROCEDURES & FEES**

Borough of Woodland Park Ordinance 22-5.2 requires a new Certificate of Occupancy on the resale of all non-residential buildings and on any change of tenant in an existing building. The cost for a "commercial" C.O. is \$.04 per sq. ft. of area to be rented or sold.

Borough of Woodland Park Ordinance 14-14 requires a new Certificate of Occupancy prior to the sale of all residential property and/or the rental of a residential home or apartment. The cost for a "residential" C.O. is as follows.

- 1.) Resale of a one- or two-family home - \$ 100.00
- 2.) Rental of a single-family home or an individual apartment in a two-family home - \$ 100.00 per unit
- 3.) Resale or rental of a multi-family (3-family or more) - \$ 100.00 per unit

The following information must be provided to the Code Enforcement office when application is made for a residential certificate of occupancy:

**RESALES:**

- 1.) A photo I. D of the buyer. If a corporation, a photo 1.D. of the president. If a management company is used, the agent's photo I.D. must be provided.
- 2.) A list of all tenants existing and/or proposed for every apartment must be provided along with a photo I.D. of the prime tenant for each apartment.

**RENTAL:** 3.) A photo I.D. of all adult tenants and a non-photo I.D. of all minors must be provided.

Upon receipt of an application for a Commercial Certificate of Occupancy an inspection shall be conducted by the Code Enforcement office and the Fire Official's office to determine compliance with Building and Fire Codes and local Zoning criteria. A C.O. cannot be issued until both the Fire Official and Code Enforcement Official sign off on (approve) the premises.

For the resale of a one- or two-family dwelling, in addition to a certificate of occupancy, a smoke detector/carbon monoxide detector certificate must be obtained from the Fire Official's office. A certificate of occupancy cannot be issued unless and until the certification has been obtained and copy provided to the Code Enforcement office.

On the resale of a multi-family and/or the rental of an apartment in a multi-family, an inspection shall be conducted by the Code Enforcement office. Each apartment must be provided with smoke detectors and carbon monoxide detectors (can be battery-operated) installed within 10 feet of all sleeping areas.

Pursuant to Borough of Woodland Park Ordinance 14-14, all property owners requesting a residential certificate of occupancy either for a resale or rental must have wireless water meter reading capabilities, if the home is serviced by the W. P. Water Co.

Property owners must coordinate with the Superintendent of the DPW and obtain a sign-off to be presented to the Code Enforcement office before a Certificate of Occupancy can be granted.

# Borough of Woodland Park

Department of Public Works

JOHN PIETROWSKI, JR.  
Superintendent



Passaic County, NJ  
One Browertown Road  
Woodland Park, NJ 07424  
(973) 256-1264  
Fax: (973) 256-3935  
Email: jpietrowski@wpnj.us

## WOODLAND PARK WATER DEPARTMENT

### WATER METER COMPLIANCE

### APPLICATION

PER ORDINANCE 22-23

Homeowner Name: \_\_\_\_\_

Realtor Company: \_\_\_\_\_

Water Service Address: \_\_\_\_\_

Realtor Contact: \_\_\_\_\_

Homeowner Phone# \_\_\_\_\_

Realtor Phone# \_\_\_\_\_

Date Meter Install Needed by: \_\_\_\_\_  
(DONOT ENTER ASAP)

This application **MUST** be submitted to the Water office (Mon-Fri, 8:30am to 4:30pm) located at 5 Brophy Lane, Woodland Park, NJ **AT LEAST 2 WEEKS PRIOR** to the closing date and/or any occupancy change.

Upon submission of this application, payment is secured for the cost of the meter upgrade, and an inspection of the curb box will be performed by the Department of Public Works (DPW). Upon installation, a Certification form for same will completed by the DPW.

### OFFICE USE ONLY

ACCOUNT#: \_\_\_\_\_

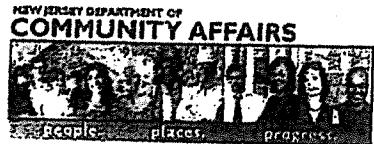
CURRENT METER TYPE: \_\_\_\_\_

APPOINTMENT DATE: \_\_\_\_\_

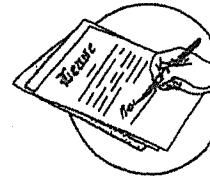
METER COST: \_\_\_\_\_

BLOCK#: \_\_\_\_\_

LOT#: \_\_\_\_\_



**New Jersey Department of Community Affairs  
Division of Codes and Standards  
Landlord-Tenant Information Service**



**REGULATIONS FOR THE LANDLORD IDENTITY  
REGISTRATION FORM**

**N.J.A.C. 5:29-1.1**

Printed June 2011  
(Revised September 2022)

**5:29-1.1 Applicability**

- (a) Pursuant to N.J.S.A. 46:8-28 and 46:8-29, the form prescribed by this subchapter is required to be given by landlords to tenants in single unit dwellings and in two-unit dwellings that are not owner-occupied and to be filed in the office of the clerk of the municipality in which any such single unit dwelling or two-unit dwelling is situated.
- (b) Tenants in multiple dwellings are required to be given a copy of the certificate of registration filed with the Bureau of Housing Inspection in accordance with N.J.S.A. 55:13A-12, N.J.S.A. 46:8-28 and N.J.A.C. 5:10-1.11. (Contact the **Bureau of Housing Inspection, PO Box 810, Trenton, New Jersey 08625, (609) 633-6216 or BHICodeAdmin@dca.nj.gov** for registration of properties with three or more dwelling units.)

THE ATTACHED FORM IS TO BE FILED WITH THE MUNICIPAL CLERK AND DISTRIBUTED TO TENANTS IN SINGLE UNIT DWELLINGS AND IN TWO UNIT DWELLINGS THAT ARE NOT OWNER-OCCUPIED.

Similar forms may be obtained from private sources.

**LANDLORD IDENTITY REGISTRATION STATEMENT**  
**ONE AND TWO-UNIT DWELLING REGISTRATION FORM**

The form of the certificate of Registration to be filed with the municipal clerk and distributed to tenants by owners or non-owner occupied one and two unit dwellings shall be substantially as follows:

(1) Property Address:

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(2) The names and addresses of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:

---

---

(3) If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows:

---

Record owner is not a corporation.

(4) If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person who resides in the county and is authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owner(s) is as follows:

The addresses of all record owners in the county in which the dwelling is located:

---

---

(5) The name and address of the managing agent is as follows:

---

There is no managing agent.

(6) The name and address (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service is as follows:

---

There is no superintendent, janitor, custodian or other person employed to provide regular maintenance service.

(7) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures, is as follows:

---

---

(8) The names and addresses of all holders of recorded mortgages on the property are as follows:

---

There is no recorded mortgage on the property.

(9) If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

---

The building is not heated by fuel oil

The building is heated by fuel oil, but the landlord does not furnish heat.

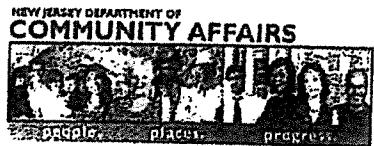
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Date

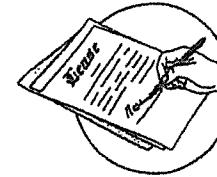
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Landlord or Authorized Representative

**SEND COMPLETED FORMS TO TENANTS AND MUNICIPAL CLERKS ONLY**



**New Jersey Department of Community Affairs  
Division of Codes and Standards  
Landlord-Tenant Information Service**



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---

Date

---

Landlord or Authorized Representative

**SEND COMPLETED FORMS TO TENANTS AND MUNICIPAL CLERKS ONLY**

## CHAPTER 92

AN ACT requiring liability insurance for business owners and rental unit owners and supplementing Title 40A of the New Jersey Statutes.

**BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:**

C.40A:10A-1 Liability insurance, negligent acts, omissions; business owners, rental unit, units owner.

1. a. Except as provided in subsection b. of this section, the owner of a business or the owner of a rental unit or units shall maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.  
b. The owner of a multifamily home which is four or fewer units, one of which is owner-occupied, shall maintain liability insurance for negligent acts and omissions in an amount of no less than \$300,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.

C.40A:10A-2 Certificate of insurance, annually registration, municipality of business, rental units, multi-family home.

2. a. The owner of a business, owner of a rental unit or units, and the owner of a multi-family home of four or fewer units, one of which is owner occupied, shall annually register the certificate of insurance demonstrating compliance with section 1 of this act with the municipality in which the business, rental units, or multi-family home is located.

b. The governing body of a municipality may, by ordinance, establish a reasonable administrative fee for the certificate of registration required pursuant to subsection a. of this section for properties located in that municipality. The governing body of a municipality may collect, through a summary proceeding pursuant to the "Penalty Enforcement Law of 1999," P.L.1999, c.274 (C.2A:58-10 et seq.), a fine of not less than \$500 but no more than \$5,000 against an owner who failed to comply with the provisions of this act.

3. a. The provisions of subsection a. of section 1 of this act shall take effect on the 90th day next following enactment for all new policies issued on or after the 90th day following enactment and shall take effect on the 180th day next following enactment for all policies in force on the date of enactment that are renewed on or after the 180th day following enactment.

b. The provisions of subsection b. of section 1 of this act shall take effect on the 180th day next following enactment and shall apply to policies issued or renewed on or after the 180th day following enactment.

c. The provisions of section 2 of this act shall take effect on the 90th day next following enactment.

Approved August 5, 2022.

**LEAD SAFE OR LEAD-FREE CERTIFICATION  
APPLICATION**

Property Address: \_\_\_\_\_

Year Home Constructed: \_\_\_\_\_

Check off which Rental applies:

Single Family Rental: \_\_\_\_\_

Two Family Rental: \_\_\_\_\_

Multi-Family Rental: \_\_\_\_\_

NJ State Housing Registration Number: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Person or Company Performing  
Inspection: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

License No.: \_\_\_\_\_

Lead Free: \_\_\_\_\_ Lead Safe: \_\_\_\_\_ Violation: \_\_\_\_\_



Borough of Woodland Park  
5 E. Main Street - Suite 203  
Woodland Park, NJ 07424

## **New Jersey Lead Paint in Rental Units Compliance \*\*60 days until the compliance deadline**

Municipal records indicate your property located at: <<Property Address>> is impacted by the State of New Jersey's Lead Safe law, N.J.A.C. 5:28A. Under the provisions of N.J.A.C. 5:28A, New Jersey is mandating periodic inspections for single-family, two-family, and multiple dwellings, with exemptions for units built after 1978, seasonal rentals, and those certified lead-free. The law requires landlords to remediate any identified lead-based paint hazards and obtain lead-safe certificates.

As required with the new law, certain rental units in Woodland Park Borough, built before 1978, are required to have a visual inspection to assess for lead hazards completed by July 22, 2025.

Depending on the results of the visual inspection, a lead-safe certification will be issued which is proof of compliance with the law. The Lead-Safe Certification will be valid for a three-year period. New Certificates of Occupancy will not be issued without a valid Lead Safe Certificate or an exemption.

### **UNDER STATE LAW, PROPERTY OWNERS WHO FAIL TO COMPLY WITH THESE NEW INSPECTION AND CERTIFICATION REQUIREMENTS COULD RECEIVE FINES OF UP TO \$1,000.00 PER WEEK**

#### **Why Did I Get This Notice?**

If you own a single-family home, your property could have been flagged as a potential rental because your property address differs from your tax billing address. If your property is not a rental, please call LEW Environmental or scan the QR code below to quickly and easily update the borough's rental records.

#### **How It Works**

The Borough of Woodland Park has partnered with LEW Environmental as an option to get your rental units inspected quickly and cost-effectively. LEW Environmental has the leading technology in the lead industry. Service can be easily scheduled at your convenience by going to [www.lewenvironmental.com/woodland-park](http://www.lewenvironmental.com/woodland-park) or by calling LEW's office at 908-654-8068. Service set up and confirmations will be emailed to you.

The cost of the inspection through LEW Environmental is \$250.00, plus a fee of \$20 per unit which goes to the Lead Hazard Control and Abatement Act Fund under the administration of the New Jersey State Department of Community Affairs and a \$25 administrative fee paid to the municipality.

With LEW's proprietary lead portal, you have access to all information in real-time, including the Lead-Safe Certificate, and all information is automatically sent to Woodland Park and the state of NJ on your behalf. It's fast, easy and ensures compliance!

Property owners with multiple unit buildings who have been registered with the DCA more than 10 years should speak with a member of LEW Environmental's staff prior to scheduling inspection to see if your units qualify for an exemption.



# Borough of Woodland Park

*Department of Inspection  
Construction Code Enforcing Agency*

**Allan Burghardt**  
*Construction Official  
Asst. Zoning Officer*



Passaic County, NJ  
5 Brophy Lane  
Woodland Park, NJ 07424  
Office: (973) 345-8100 ext:208  
Fax: (973) 345-3729  
Email: aburghardt@wpnj.us

## CO Application Process Certificate of Occupancy

Attached are the forms to obtain a Certificate of Occupancy. Please fill out each one respectively. Also enclosed is a list of items the Building Department Inspectors will look for. The fees are as follows: 1 family rental/resale/\$100.00, 2 family rentals \$100 per unit, multiple unit (per unit) \$100.00. We need one form of ID for EVERYONE that is moving in. The ID can be a copy of a driver's license, passport or birth certificate. Again, 1 form of ID for everyone is required. The Water Dept. will determine if your water meter is compliant if you use town water. If the meter is not compliant you need to pay the fee in our Water Department located at 5 Brophy Lane, then contact the DPW Department at 973-256-1264 x1 to schedule the meter replacement. We also check if there are any open permits and they need to be closed out/inspected before the CO is issued. Once the paperwork is satisfied, we can schedule our inspection which is done Monday-Friday from 10-12.

Fire applications please fill out the required information and look at the list that the Fire Bureau supplied. They will contact whoever is listed on the application to set up their inspection. Their fee has three tiers: \$50.00, \$100.00 and \$150.00 you pick the fee. If you need the inspection fast you will pay one of the higher fees if you have some time, you can pay the \$50.00 fee it's up to you. If the Fire inspection passes the Fire Certificate will be issued at the time of the inspection. The Fire Bureau will forward a copy to us the next morning and then we can issue our certificate.

We need two separate checks, both made payable to the Borough of Woodland Park. We take cash as well, no debit or credit cards.

So, in summary, once you pass our inspection, fire, the water meter is compliant and there are no open permits we will write up the Certificate of Occupancy for a sale. For rentals it can take a little longer if the house was built prior to 1978.

For **residential rentals, if the home was built prior to 1978** we also need a lead certificate that determines if the house is lead safe or lead free. We will provide you with a letter from **LEW Environmental Services**. There is a fee that will be **paid to them** for \$250.00 plus a fee of \$20.00 per unit which goes to the Lead Hazard Control Assistance Act Fund under the administration of the New Jersey Department of Community Affairs and a \$25.00 administrative fee paid to the municipality (total \$295.00). For a visual inspection the certificate is completed in LEW's system and emailed to the property owner within 3 days, sometimes immediately. It will also be available to the building department at the same time. If the dust wipe sample fails, then the sample needs to go to the lab for clearance which can take 10 days.

Also needed is proof of the homeowner's liability insurance. If the home is landlord occupied the liability needs to be \$300,000.00 if not landlord occupied the liability needs to be \$500,000.00.

Building Department  
Woodland Park, NJ