



Inspection Date: _____
Check# _____

River Vale Building Department
406 Rivervale Road, River Vale NJ 07675
(201) 664-2346
Construction and Zoning Official, Bob Rusch ext.1025
RRC (CCO) Coordinator, Maria Haag ext.1065

Application# _____
Tracking# _____

Resale and/or Rental Certificate (RRC)

Application for Inspection

CHECK ONE: Resale (Change of Owner) Rental (Change of Tenant)

CHECK ONE: Single Family Two Family Multi-Family Condominium Town House

Property Location: _____

Block: _____ **Lot:** _____ **Qualifier:** _____

1. Contact Name: _____ Phone# _____

2. Name of Seller/Owner: _____ Phone # _____

3. **Email:** _____

4. Current Address of Seller/Owner: _____

5. Name of Buyer/Tenant: _____ Phone#: _____

6. Current Address of Buyer/Tenant: _____

7. Number of Kitchens: _____ Number of Bathrooms: _____ Number of Bedrooms: _____

8. Closing date: _____

9. Are there any open permits on the property? If so, these permits must be inspected and closed prior to the Resale/Rental inspections. Yes No

10. Is your alarm system monitored? Yes No (if so, password must be available)

11. Has there been an addition to the residence? Yes No

12. Have additional bedrooms been added? Yes No

Signature of seller or power of attorney

Date

The signing of this document indicates that you have read and will comply with all written requirements.

Please make checks payable to the **Township of River Vale**. One check can be made for both Building and Fire inspections.

Fees:

- Inspection performed 11 or more business days notice = **\$145**
- Inspection performed 4 – 10 business days notice = **\$190**
- Inspection performed less than 4 business days notice = **\$261**



Applying for a Resale and/or Rental Certificate (RRC)

Building and Fire Inspections are performed on **Mondays and Wednesdays during the hours of 2:00pm – 5:30pm.**

Please fill out the application completely, leaving nothing blank. All forms must be printed legibly. Any spelling errors or misunderstandings on the form will reflect on the certificate which could delay the closing.

It is strongly advised that you check for open permits on the property **BEFORE** applying for the RRC inspection. All open permits must be closed prior to the sale. You may check on open permits by contacting the Building Department.

- Inspections will be scheduled for the above timeframes only. No specific time can be requested...**NO EXCEPTIONS.** The inspector will not call before they come and they will not let themselves in through an unlocked door. Someone over the age of 18 needs to be at the residence until the inspectors have completed their inspections.

The Construction Official or his agent shall conduct an inspection of the premises in question, to ensure compliance with applicable municipal ordinances and rules and regulations affecting the use and occupation of all such dwelling houses and dwelling units and structures. The inspection shall also require compliance with, but not limited to, the following regulations:

- (a) Furnace/Boiler flu connections – Properly sealed vent connectors at chimney
- (b) Water Heater/Mechanical Equipment – require a permit to replace and must have an inspection with an approved sticker affixed to the exterior of the unit
- (c) Sump Pumps must be discharged to the exterior and cannot be attached to sanitary sewer line
- (d) Anti- tip brackets shall be installed on kitchen stoves if required by the manufacturer
- (e) Kitchen hood/microwave exhaust ducts that are visible must be rigid, not flexible, where required by the manufacturer
- (f) All electrical outlets, switches, junction boxes, panels must be properly covered, no wires exposed or hanging
- (g) Lamp cords cannot be used on fixed appliances (e.g. Garage openers, wall installed A/C units)
- (h) Handrails – must be installed on 4 or more risers
- (i) Guards must be installed on landings 30” above floor/grade and on open basement stairs
- (j) Garage walls/ceilings adjacent to dwelling must be sheet-rocked
- (k) Pool/pool gates and fencing - there can be no deviation from original fence installation, gates must swing out, be self-closing and latching, and have latches 54” above grade. Above ground pools in non- fence compliant yards must be 48” high with code compliant ladders.
 - *Exterior hot tubs shall have approved latches or conform to section (k)
- (l) Lawn and bushes should be neatly trimmed
- (m) There can be no open permits or property maintenance violations

Smoke, Carbon Monoxide Detector and Fire Extinguisher Required:

- One smoke detector on every level, mounted on the wall or ceiling as per the manufacturer instructions – must be less than 10 years old and have a 10 year sealed battery or hardwire
- One Carbon Monoxide Detector mounted on the wall or ceiling within 10’ of every bedroom (battery or plug-in type accepted)
- Fire Extinguisher Requirements:
 - One Kitchen Fire Extinguisher, type **2A:10B:C**, rated for residential use and weigh no more than 10lbs
 - Mounted on the wall, not higher than 5’, within 10’ of the kitchen, and not behind any closed doors
 - The extinguisher must be near a room exit or travel path that provides an escape route to the exterior
 - Please note that a Fire Reinspection = **\$15.**