



**Bureau of Fire Prevention
Pine Hill Fire District**
1109 Erial Road
Pine Hill, NJ 08021
Phone (856)784-0030
Fax (856) 258-4161
FireMarshal@pinehillfiredistrict.com



Smoke Detector Inspection Instructions:

This office is staffed by part time employees. There is no clerical staff. If you call the office line you will be prompted to leave a voicemail. Since the office is staffed with part time employees there is not someone there to answer the phone or to check the voicemails daily. It may be a day or few days before you hear back. While voicemails are not checked daily, emails are checked and responded to on a regular basis. Please use the email address above for a prompter response.

NOTE: COMPLETED FORM AND PAYMENT MUST BE SUBMITTED PRIOR TO SCHEDULING AN APPOINTMENT

In order to request an inspection please fill out the attached form and submit it along with payment to our office. You may mail in the form/payment or drop it off in person. The Business Administrator works on normal business day Monday through Friday from 9am until 2pm. It is recommended that you stop in during these times to ensure accuracy of scheduling/payment. There may not be anyone available after those hours to accept applications. The fee schedule is based on the days remaining prior to the date of the inspection. Inspections are conducted one day each week. Once we receive the completed form and payment we will contact you to schedule the inspection. Remember, if you need a rush inspection you will need to pay for one. We will only conduct inspections in accordance with the type of inspection you paid for.

Inspection Requirements:

These are the items we check at the time of the inspection:

Power to the residence **MUST** be turned on prior to scheduling or a special circumstance form must be approved prior to scheduling.

Smoke Alarms

- Smoke Alarm located on every level of the dwelling within 15 feet of the bedrooms.
- Smoke Alarms older than 10 years **MUST** be replaced prior to inspection.
- Electric smoke alarms (hardwired) must remain and **CANNOT** be replaced with battery operated alarms.

Do **NOT** install smoke alarms in kitchens, bathrooms, near forced air ducts or furnaces, in the "dead air" space where the ceiling meets the wall, close to ceiling fans, in crawl spaces or attics.

Carbon Monoxide Alarms:

- Located in the hallway, within 10 feet of **ALL** bedroom doors.
- Carbon monoxide alarm(s) more than 7 years old **MUST** be replaced prior to inspection.
- Do **NOT** place alarms in electrical outlets that can be turned off by a switch or that are located against floor molding.

Fire Extinguisher

- Rated for residential use **2A10BC** (5lbs.)
- Must be brand new or dated/ tagged for current year.
- **MOUNTED** visibly within 10 feet of the kitchen or towards an egress out of the kitchen

Procedures for Requesting a Special Circumstance:

In the event that the residence has hard wired smoke detectors and you do not have the power turned on you may request a special circumstance. Special circumstances may not be approved and are at the discretion of the Fire Marshal. In the event a special circumstance is denied, the power must be turned on prior to the inspection taking place. There is an additional fee on top of the normal inspection fee. The fee schedule shall mirror the initial fee schedule. This is done because two separate inspections will need to take place. To request a special circumstance the special circumstance form must be submitted with payment prior to scheduling an inspection. Special circumstances shall only be granted prior to an inspection taking place. If an inspection takes place and there is a failure as a result of no special circumstance being requested/granted (no power when hard wired smoke detection system installed or detectors missing) then the residence will fail and the power must be turned on prior to a re-inspection being scheduled.

Fee Schedule:

Application for Certification of Smoke Detector and carbon Monoxide Alarm Compliance shall be based upon the amount of time remaining before the date of inspection as follows:

More than 10 business days prior to inspection: \$35.00
5 To 9 business days prior to inspection: \$70.00
4 or less business days prior to inspection: \$125.00

In the event that a re-inspection is required a fee of \$20.00 shall be required

Special Circumstance Fee Schedule:

More than 10 business days prior to inspection: \$35.00
5 To 9 business days prior to inspection: \$70.00
4 or less business days prior to inspection: \$125.00

In the event that a re-inspection is required a fee of \$20.00 shall be required



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Application for Certification of Smoke Detector and carbon Monoxide Alarm Compliance as required by N.J.A.C 5:70-2.3, based upon the amount of time remaining before the date of inspection as follows:

FEE SCHEDULE:

Fees are as follows and are NON-REFUNDABLE

- 1- More than 10 business days prior to inspection: \$35.00
- 2- 5 To 9 business days prior to inspection: \$70.00
- 3- 4 or less business days prior to inspection: \$125.00

**In the event that a re-inspection is required a fee of \$20.00 shall be required.*

NOTE: COMPLETED FORM AND PAYMENT MUST BE SUBMITTED PRIOR TO SCHEDULING AN APPOINTMENT

Power to the residence MUST be turned on prior to scheduling or a special circumstance form must be completed/approved prior to scheduling.

Date of Settlement: _____

Current Owner/Seller's Name: _____

Name of Person Buying/Renting Property: _____

Address of Property: _____

BLOCK: _____ LOT: _____

Municipality: _____ Zip Code: _____

Realty Office Name: _____

Realty Office Address: _____

Name/Phone Number of Agent Handling Sale: _____

Contact Person Name/Number for Scheduling: _____

Contact Person Email for Scheduling: _____

Is the residence: occupied / vacant (circle one)?

If vacant, is there a lock box: yes / no (circle one)? Lock box Code: _____

Joseph Cornforth
 Fire Official



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Special Circumstance Form

If the residence is equipped with electric hard wired smoke detectors the power **MUST** be turned prior to scheduling the inspection. In the event that the power is not turned on the following shall take place:

1. An additional fee shall be charged for a special circumstance. The fee schedule shall match the fee schedule for the initial inspection. Initial inspection shall be to guarantee all required fire protection safety equipment is in place and within the manufactures recommend life expectancy.
2. After the change in occupancy and the power is turned on the owner or representative may submit a letter from a NJ licensed electrician certifying that after the power was turned on all devices are operational.

OR

The new occupant must request and schedule a follow up inspection from this office **PRIOR** to occupying the residence. The fee for a follow up inspection shall mirror the initial inspection fee schedule with respect to time table outlined for a normal inspection. **FAILURE TO REQUEST AND SCHEDULE A FOLLOW UP INSPECITON PRIOR TO OCCUPYING THE RESIDENCE IS A VIOLATION OF THE NJ UNIFORM FIRE CODE AND THE OCCUPANTS SHALL BE ISSUED A MINIMUM DAILY PENALTY OF \$500.00, NOT TO EXCEED \$5,000.00 PER DAY.**

I _____, hereby acknowledge that I have received and understand the requirements of requesting a special circumstance for the property located at:

I further attest that I understand that it is my responsibility to request and schedule a follow up inspection prior to occupying the residence and failure to do so is a violation of the NJ Uniform Fire Code and shall result in a minimum penalty of \$500 per day, not to exceed \$5,000 per day. By signing below you will be personally held liable to any possible violations, regardless whether you are the seller, agent, new occupant/owner.

Owner/Agent (Print Name)

Owner/Agent Signature

Date