



CERTIFICATE OF COMPLIANCE APPLICATION - RESIDENTIAL TOWN OF DOVER

Mail: 37 North Sussex Street / Office: 100 Princeton Ave.
Dover N.J. 07801 (973) 366-2200 Ext. 2114

NOTE: The Town of Dover Code is available on the internet at: www.dover.nj.us

FOR TOWN USE ONLY

Date Filed: _____

Fee: Residential detached Single Family dwelling:.....\$75.00 per dwelling unit
Residential Two (2) Family or Multi-Family dwelling:\$75.00 for the first dwelling unit plus \$35.00 per additional dwelling unit
Rooming or Boarding House:.....\$75.00 for the dwelling unit plus \$15.00 per rooming/boardng unit
Lead Hazard Assistance Fee \$20.00 per dwelling unit (for rental units only)

Paid By: Cash Check No. _____ Receipt No. _____

Review By: Zoning UCC Fire Code Enforcement Other _____

Initial/Date _____

APPLICANT

Name: _____
Address: _____ Tel. No. (Home): _____
_____ Tel. No. (Cell): _____
_____ (Email): _____

Applicant is:
Proposed Tenant Property Owner Other _____
Certificate is requested as a result of a: Sale Rental New Construction

PROPERTY OWNER

Property Owner is:
Same as Applicant Other Than Applicant

If property owner is other than the applicant, provide the following information on the property owner(s):

Name of Current Property Owner: _____
Address: _____ Tel. No. (Home): _____
_____ Tel. No. (Cell): _____
_____ (Email): _____

Name of **Proposed** Property Owner: _____
Address: _____ Tel. No. (Home): _____
_____ Tel. No. (Cell): _____
_____ (Email): _____

Name of **Proposed** Property Tenant: _____
Address: _____ Tel. No. (Home): _____
_____ Tel. No. (Cell): _____
_____ (Email): _____

Note: If owner's address is other than the property location, the owner must file a "Non-Owner Occupied Premises" form

SUBJECT PROPERTY

Location/Address: _____

Block: _____ Lot(s): _____ Building Number: _____ Unit Number: _____

Does property contain three (3) or more units Yes No

If "Yes" provide State Multi-Dwelling Registration Number: _____

CERTIFICATIONS



I certify that the statements and the information submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the corporation or that I am a general partner of the partnership applicant. I also certify that if I am not the property owner, that I have the consent of the property owner to make this application and that the property owner has full knowledge of the details of the application herewith being submitted.

NOTE: (If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.) *I also understand that the above fees include the cost of the initial inspection plus one (1) re-inspection. Additional re-inspections, whether due to non-compliance or inability to gain access for a scheduled re-inspection, will be charged \$50.00 per re-inspection visit. The cost for all inspections relating to the issuance of a Certificate of Compliance shall be paid in full no less than 24 hours prior to the scheduled re-inspection.*

(Printed Name of Applicant)

(Signature of Applicant)

(Date)

	Town of Dover Fire Department Fire Prevention Bureau 37 North Sussex Street Dover New Jersey 07801 Phone 973-366-3260 Fax 973-366-9033	
Fire Official Jon P. Sperry, Jr.	E-Mail Address - jsperry@dover.nj.us	Mayor James P. Dodd

Application for One & Two-Family Dwelling Certificate of Smoke and Carbon Monoxide Alarm Compliance

Dwelling To Be Inspected:

Owner's Name: _____

Address: _____

Block: _____ Lot: _____

Applicant:

Name: _____

Address: _____

Email: _____ Phone Number: _____

Prior to the inspection, please read the Smoke and Carbon Monoxide Alarm compliance checklist, to assure that you are prepared for the inspection. Inspections will be coordinated with the Code Enforcement Department and will take place on Wednesdays between the hours of 9am – 12pm. Failure to pass alarm compliance may result in a delay in the issuance of a Certificate of Compliance from Code Enforcement.

Signature of Applicant:

Date:

Office Use Only	
Date of Inspection: _____	Certificate _____

TOWN OF DOVER

Code Enforcement Department

Mail: 37 North Sussex Street

Office: 100 Princeton Avenue

Dover, New Jersey, 07801

Telephone: (973) 366-2200, Ext. 2114

Fax: (973) 366-0039





William J. Isselin – Chief Code Enforcement Officer
wisselin@dover.nj.us

Notice Regarding Smoke Alarms and Carbon Monoxide Alarms

Please be advised that as of February 3, 2026, Code Enforcement will no longer be performing Smoke and Carbon Monoxide Alarms inspections as part of our Certificate of Compliance (C of C) process for changes in tenancy or ownership in one and two-family dwellings. Smoke and Carbon Monoxide Alarm inspections will be coordinated so that they will take place at the same date and time scheduled for the Certificate of Compliance inspection and will be performed by our Fire Inspector. If the Smoke and Carbon Alarms pass the inspection, the Smoke and Carbon Monoxide Alarm Certification will be issued at the time of the inspection. Re-inspections for failed alarm inspections shall be coordinated directly with the Fire Inspector.

In your C of C application package, you will find an application form and a list of Smoke and Carbon Monoxide Alarm Guidelines. This form will be submitted through Code Enforcement and the C of C and Smoke and Carbon Monoxide Alarm inspection will be scheduled for the same date and time for both. Inspections will take place on Wednesdays only from 9am – 12pm. Please be advised that the C of C will not be issued until a Smoke and Carbon Monoxide Alarm Certification has been issued and provided to the Code Enforcement Department. C of C's will not be issued at the time of the inspection and may take a few days to process as long as there are no violations found at the time of the inspection.

If you have any questions regarding these requirements, please feel free to ask staff for help.

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Guidelines for Locating and Installing Smoke and Carbon Monoxide Alarms in One and Two-Family Homes

Please Note:

This information is intended to provide general guidance and does not address every situation that may be encountered.

Smoke & Carbon Monoxide Alarms (Minimum Requirements)

For Homes Built Before 1977:

- Battery-powered smoke detectors (**Must Be 10 Year Sealed Lithium Battery**).
- One smoke detector on each level (including the basement excluding unfinished attics)
- One smoke detector within ten (10) feet of each bedroom.
- One carbon-monoxide detector within ten (10) feet of each bedroom.

For Homes Built from 1977 to 1990:

- 120-volt hardwired (not interconnected) smoke alarms with battery back-up.
Note: In homes built 1984-1989 the smoke detectors must be interconnected.
- One smoke detector in each level (including the basement but excluding unfinished attics)
- One smoke detector within ten (10) feet of each bedroom.
- One carbon-monoxide alarm within ten (10) feet of each bedroom.

For Homes Built 1990 to Present:

- 120-volt hardwired **interconnected** smoke detectors with battery back-up.
- One smoke detector in each level (including the basement but excluding unfinished attics)
- One smoke detector within ten (10) feet of each bedroom, plus
- One smoke detector within each bedroom.
- One carbon-monoxide alarm within ten (10) feet of each bedroom.

Homes that have had an addition or renovation:

- Please call our office and speak to a fire inspector regarding the requirements for your specific home.

In General:

- All of the smoke detectors used to provide the required coverage must be of the same type. Battery operated detectors, 120-volt hardwired detectors, and fire alarm system detectors cannot be combined to provide the required coverage; one type of detector must be consistent throughout the house.
- Fire alarm systems (regardless of whether or not they are currently monitored) shall be tested by a New Jersey state-certified fire protection equipment contractor who provides a report in accordance with NFPA 72. (Additional information about acceptable alarm reports can be obtained by calling the Bureau of Fire Safety.)
- Smoke detectors more than ten (10) years old shall be replaced as per NFPA 72.
- All devices must be UL-approved and mounted in accordance with the manufacturer's specifications. Do not mount smoke detectors with 4" of where the ceiling meets the wall or in the peak of an A-frame.
- Do not install smoke detectors in garages or unfinished, non-walkup attics. Avoid installing smoke detectors within ten (10) feet of a bathroom or kitchen unless needed to provide required coverage, or near a furnace or forced air duct.