

## SELLING OR RENTING RESIDENTIAL PROPERTY

When selling or renting a home in Bernards Township you must create a free SDL portal account to obtain the smoke detector certification application, click the link below:

### Are you selling a home in Bernards Township?



When selling your home in Bernards Township you must obtain the following:



1. An inspection and Certification of Smoke & Carbon Monoxide Detectors and Fire Extinguisher from the Bureau of Fire Prevention. Questions call 908-204-2511.  
Apply online:

<https://www.sdlportal.com/towns/nj/somerset/bernardstwp/forms/7471cf56-d2e1-4ce7-9e5b-d489858433cf?wf=1>



2. A Construction Records Clearance from the Code Enforcement Division. Questions call 908-204-3173. You may use the attached application or apply [online](#).

### Are renting out your home in Bernards Township?



When renting out your home in Bernards Township you must obtain the following:



1. An inspection and Certification of Smoke & Carbon Monoxide Detectors and Fire Extinguisher from the Bureau of Fire Prevention. Questions call 908-204-2511.  
Apply online

<https://www.sdlportal.com/towns/nj/somerset/bernardstwp/forms/7471cf56-d2e1-4ce7-9e5b-d489858433cf?wf=1>



2. Landlord Registration  
Apply online:

<https://www.sdlportal.com/towns/nj/somerset/bernardstwp/forms/227ae603-f341-4111-947b-8dd1bd161390>

Both the Bureau of Fire Prevention and Code Enforcement offices are located at 277 South Maple Avenue, Basking Ridge, NJ 07920



# Bernards Township Code Enforcement

## Construction Records Clearance Application – Residential

Seller Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Is this phone# Listed [ ] or Unlisted [ ]

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

Block \_\_\_\_\_ Lot \_\_\_\_\_ Qualification Code \_\_\_\_\_

[ ] Single Family [ ] Two Family [ ] Condominium [ ] 3+ Family  
 Approx Year Built \_\_\_\_\_

*Please answer the following questions; if the pool is a community pool then the answer is **NO** for pool & pool fence.*

|                               |     |    |    |
|-------------------------------|-----|----|----|
| Address Displayed on Building | Yes | or | No |
| Swimming Pool onsite          | Yes | or | No |
| Pool Fence on Property        | Yes | or | No |
| Finished Basement             | Yes | or | No |
| 2 <sup>nd</sup> Kitchen       | Yes | or | No |

(ie: basement, pool house, etc)

Contact Person (Owner or Agent): \_\_\_\_\_ Phone# \_\_\_\_\_

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

\_\_\_\_\_ Email: \_\_\_\_\_

Closing Date \_\_\_\_\_ (required)

I hereby certify that I am the agent/owner of record and am authorized to make this application

\_\_\_\_\_  
 Signature Date

**DO NOT WRITE BELOW THIS LINE**

Open Permits Yes or No If Yes, Permit #'s \_\_\_\_\_

Open Zoning Yes or No If Yes, Date Sent to Zoning \_\_\_\_\_

Certificate of Occupancy/Approvals Issued Yes or No Certificate# \_\_\_\_\_

Zoning Approval Yes or No Date \_\_\_\_\_ Cash or Check# \_\_\_\_\_

Certificate to be [ ] Mailed or [ ] Called or [ ] Emailed Date Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_  
 [ ] Owner or [ ] Agent (Contact Person)

**Please mail or submit completed application w/ Payment to:**

Bernards Township Code Enforcement, 277 S. Maple Ave., Basking Ridge, NJ 07920 ATTN: CRC Certificate

**APPLICATION FEE:**

- [ ] **\$40.00** Requests received more than 10 calendar days from change of occupancy/closing.
- [ ] **\$75.00** Requests received within 10 calendar days of change of occupancy/closing.
- [ ] **\$125.00** Requests received within 4 calendar days of change of occupancy/closing.

**§ 12-2.1. When required. [Ord. #1769, 12-28-2004, added]**

- a. No building or structure shall be occupied in whole or in part prior to the issuance of a certificate of construction records clearance (CRC). A CRC shall be required prior to the sale of any residential structure within the Township. **[Ord. #2467, 4-27-2021, amended]**
- b. Exceptions. The following transactions are exempt from obtaining a CRC as long as no change in physical occupancy occurs:
  1. Transfer of title to correct a previously recorded deed.
  2. Title eligible to be recorded as an ancient deed pursuant to N.J.S.A. 46:16-7.
  3. Transfer of title between husband and wife, whether or not relating to divorce, or between former spouses if the transfer is incident to an order or judgment from any court of competent jurisdiction.
  4. Transfer of title relating to new construction for which a certificate of occupancy is required.
  5. Transfer of title by or to an executor, administrator or court order which affects a distribution of a descendant's estate in accordance with the provisions of the descendant's will or the interstate laws of the state.
  6. Transfer of title due to refinancing, home equity loans, second mortgages.
  7. Transfer of title by or to a receiver, trustee in bankruptcy or liquidation, or assignee for the benefit of creditors.
  8. Residential rentals.

**§ 12-2.2. Responsibility. [Ord. #1769, 12-28-2004, added; Ord. #2467, 4-27-2021, amended]**

No owner shall permit the sale of a residential premises covered under this section unless the requisite CRC has been issued. No purchaser shall occupy any premises covered under this section until the requisite CRC has been issued. Owners and purchasers shall be jointly and separately responsible for failure to obtain the requisite CRC required hereunder. The owner or his authorized agent shall submit a written application and payment of fees at least 10 business days prior to the change of ownership on the form provided by the Township.

**§ 12-2.3. Preoccupancy records inspection. [Ord. #1769, 12-28-2004, added; Ord. #2377, 2-27-2018, amended]**

Prior to the issuance of any such certificate for any transaction, the enforcing agency shall conduct a records inspection to ensure that there are no open construction permits or zoning permits on subject premises. Should there be open permits on subject premises, all final inspections and prior approvals shall be obtained, and appropriate Uniform Construction Code certificates or zoning certificates shall be issued prior to issuance of the CRC.

**§ 12-2.4. Fees. [Ord. #1769, 12-28-2004, added; Ord. #2055, 3-10-2009, amended; Ord. #2331, 2-9-2016, amended]**

The applicant shall submit with the application fees for the CRC as follows to cover the administrative cost:

- a. Requests more than 10 calendar days from change of occupancy or closing: \$40.
- b. Requests within 10 calendar days from change of occupancy or closing: \$75.
- c. Requests within four calendar days from change of occupancy or closing: \$125.

**[Ord. #2467, 4-27-2021, amended]**

**§ 12-2.5. Violations and Penalties. [Ord. #1769, 12-28-2004, added]**

- a. Any person, firm or corporation violating any provisions of this section shall, upon conviction, be punishable by a fine not exceeding \$1,000, imprisonment for a period not exceeding 90 days and/or a period of community service not exceeding 90 days.
- b. The issuance of a CRC shall not preclude the imposition of penalties upon subsequent discovery of violations.