

MILLBURN FIRE PREVENTION DIVISION
RESIDENTIAL REQUIREMENTS FOR SALE OR LEASE OF 1 & 2 FAMILY DWELLINGS

HOUSE NUMBERING ORDINANCE

All house numbers must be in numerical form and address must match tax records. If the number is not clearly visible and legible from the street supplemental numbering will be required. The numbers shall be 4" high on a contrasting background.

PORTABLE FIRE EXTINGUISHER

1. The size MUST be no smaller than **2A:10B:C**, if larger- weigh no more than 10 pounds.
2. The extinguisher must be MOUNTED 5' or less from the floor in the kitchen, visible and readily accessible.
3. The extinguisher must be near a room exit or travel path that provides an escape route to the exterior.

SMOKE DETECTOR PLACEMENT as per manufacturer recommendations

BASEMENT:	1 at the bottom of the stairs	1 within 10' of any bedroom/sleeping areas
FIRST FLOOR:	1 at the bottom of the stairs to the 2 nd floor	1 within 10' of any bedroom/sleeping areas
SECOND FLOOR:	1 at the top of the stairs from the 1 st floor	1 within 10' of any bedroom/sleeping areas
THIRD FLOOR:	1 at the top of the stairs from the 2 nd floor	1 within 10' of any bedroom/sleeping areas
ATTIC:	No detector needed if the attic is not finished	

CARBON MONOXIDE DETECTOR PLACEMENT

Detectors must be installed outside of the bedroom/sleeping areas, in the hallway within 10' of bedroom doors, and any finished/basement or recreation areas.

APPOINTMENTS ARE SCHEDULED BASED UPON AVAILABILITY

TUESDAYS AND THURSDAYS 9:30-11:30 AND 1:30-3:30

Arrival times may vary within 15 minutes.

We are a working firehouse. In the event of an emergency, you will be contacted to reschedule at no extra charge. If the owner or agent is late or a no show for an appointment, you are subject to a re-inspection fee.

*Do not forget to update your alarm contact information with the Millburn Police Department: 973-564-7001

NOTE: 15 MINUTES PRIOR TO INSPECTORS ARRIVAL THE FIRE ALARM COMPANY MUST BE NOTIFIED THAT THE ALARM SYSTEM MUST BE PUT ON TEST FOR 30 MINUTES.

Dwellings with existing hard wired or low voltage (Central Station) fire detection systems must be maintained to the same level as original installation. Any portion of an existing system not serviceable or repairable shall be replaced.

Battery operated smoke detectors are not acceptable replacements for a fire alarm system.

CERTIFICATE OF INSPECTION FEES

INSPECTION REQUESTS RECEIVED 10 or more business days prior to closing=\$100

INSPECTION REQUESTS RECEIVED four to ten business days prior to closing=\$125

INSPECTION REQUESTS RECEIVED fewer than four business days prior to closing=\$175

RE-INSPECTIONS=If Failed - \$50 per additional inspection

A No Show is the cost of the inspection

After completion of inspection, please call Nicole at 973-564-7043 to make arrangements to pick up Certificate at Fire Headquarters/459 Essex Street/Administration Office (rear of building). Closed 12-1:00

IMPORTANT: PLEASE CALL BEFORE COMING TO PICK UP YOUR CERT TO ENSURE SOMEONE IS AVAILABLE.

Payments not accepted in the field. NO cash or credit cards accepted. Checks made payable to Millburn Township

Certificates are valid for 6 months from date of issue.

CODE RED INFORMATION

Millburn Township Contracts with CodeRED to Provide Mass Notification Services to Community in emergencies

The Township of Millburn, N.J. contracts with Emergency Communications Network, LLC to license its CodeRED high-speed notification solution. The CodeRED system provides **Millburn** officials the ability to quickly deliver messages to targeted areas or the entire township.

Systems such as CodeRED are only as good as the telephone number database supporting them. If your phone number is not in the database, you will not be called. One of the reasons the CodeRED system was selected is it gives individuals and businesses the ability to add their own phone numbers directly into the system's database, which is an extremely important feature.

No one should automatically assume his or her phone number is included; all individuals and businesses should log onto the **Township of Millburn website, www.twp.millburn.nj.us/** and follow the link at the bottom of the home page to the "CodeRED Community Notification Enrollment" page. Those without Internet access may call the **Millburn Fire Department Customer Service Center 973-564-7043, Monday through Friday, (9AM-4PM)** to supply their information over the phone. Required information includes first and last name, street address (**physical address, no P.O. boxes**), city, state, zip code, and primary phone number, additional phone numbers, text message information (cell phone provider and carrier) and e-mail addresses can be entered as well. Note that if receiving text messages you may incur a charge from your cell provider.

All businesses should register, as well as all individuals who have unlisted phone numbers, who have changed their phone number or address and those who use a cellular phone or VoIP phone as their primary number. "CodeRED allows geographically based delivery, which means street addresses are required to ensure emergency notification calls are received by the proper individuals in a given situation. The system works for cell phones too, but we need to have an associated street address to provide relevant messages.

CodeRED gives those who want to be included an easy and secure method for inputting information. The data collected will only be used for emergency notification purposes. Questions should be directed to the **Township of Millburn Emergency Management Office, 973-564-7075**.

Withdrawing From the CodeRED System; individuals moving out of the **Township of Millburn** and businesses no longer operating in the township should remove their information from the CodeRED system. This can be done by logging into your account on CodeRED if you created one or you may request to be removed from the CodeRED system by calling the Millburn Fire Department Customer Service Center at 973-564-7043. We will need your name, address you are leaving or have left and each of the phone numbers you registered in the CodeRED system when you signed up.

You may also e-mail your withdrawal or enrollment information or any questions to codedred@millburntwp.org. Please include your name, address, e-mail address and phone number in your e-mail.