



TOWNSHIP OF CLINTON & LEBANON BOROUGH

Bureau of Fire Safety Office of the Fire Marshal

Residential Resales and Rentals

Important: Do not close or change the occupancy prior to approval.

Our office is currently transitioning back to in-person inspections for all residential resales and change occupancy for rental properties. Affidavits will be accepted by the discretion of the Fire Marshal for properties that are within certain gaps during the transition period. Please fill out an application, which can be found on our website page towards the bottom. Once you fill out an application please mail or drop it off (drop box at the front entrance) with payment with the correct amount, which is correlated to the days prior to closing or change of occupancy. Construction Records Clearance applications are required as well through the building department and can be found on their department page.

Once our office receives the application, we will contact you to get your property on the schedule. Inspections will take place on weekdays between an 8 am-11 am time window. We are unable to give time estimates. We will need a representative to meet us at the property for all circumstances. Our office will notify you of the date through a phone call or email. The construction records clearance inspector will come around the same time period as the fire inspector. Please wait for both inspectors. Be sure to check out the guidelines, which explain in detail the inspection requirements. This document is located on our department page; please review prior to any questions as this may answer most questions.

For quick communication please send any questions to smilne@clintontwpnj.com for a quick response. Leaving a phone message will have small delays. If you submitted an application and have not heard from us please feel free to follow up through an email. All application fees are final and re-inspections are assessed at \$50.00 when there is a failure or no-show. If an application is submitted with the improper fee amount it will be rejected. If a property is closing quickly please send us an email ASAP so that we can keep a look at for that application. When in doubt send us an email and we respond quickly. Most emails will receive a response early in the morning or starting around 4:00 pm. If you haven't heard from us within 12-24 hours, feel free to send a follow-up email. Properties that close or have a change of occupancy prior to receiving approval through an affidavit or certificate will be assessed a minimum of \$500.00 penalty through the New Jersey Uniform Fire Code and Municipal Ordinance.

Important: If a property has already closed or changed occupant it is best to contact the office and still apply and discuss the situation. Properties that close or change occupancy and do not contact our office, unfortunately, could result in further hefty penalties or further action under the New Jersey Uniform Fire Code. It is also a life safety matter for the inspection requirements.

Regards,
Bureau of Fire Safety
Office of the Fire Marshal
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