

## ***Parking Sticker Information***

How to Obtain a City of Garfield Parking Sticker:

To obtain a City of Garfield Parking sticker you would have to go to the Parking Sticker Department, 111 Outwater Lane, Garfield NJ, 07026. The Office hours are **9:00 AM – 4:00 PM** Monday – Friday. **The Parking Sticker Department will have extended hours starting at 8:00 AM and finishing at 6:00 PM on Mondays and Wednesdays until June 2016.** You must bring a Driver's License, Vehicle Registration and a Vehicle Insurance Card with you in order to obtain a Temporary Parking Sticker.

Temporary Parking Passes:

There are several types of temporary passes depending on the circumstances surrounding the situation. There are several different periods of time of how long a Temporary Parking Pass can be issued for. There are other documents you will be asked to provide in order to get any extensions on the Temporary Parking Pass or to receive a Long Term Temporary Parking Pass. The Passes are as follows:

- 2 Week Temporary - Borrowed cars, rental vehicles, short term visitors (etc.)
  - License, Registration, Rental Agreement
  
- 30 Day Temporary - Issued when obtaining a Dwelling Inspection from the Garfield Fire Prevention Bureau.
  - License, Registration, Dwelling Certificate, Utility Bill
  
- 3 Month Temporary - Visitor Pass (family, boyfriend, girlfriend etc.) for someone who stays at the residence frequently but is not a resident of that property.
  - License, Registration, Notarized Visitor Letter, Utility Bill of Garfield resident.
  
- 6 Month Temporary - Commercial Vehicles
  - License, Registration, Dwelling Certificate, Utility Bill, Notarized Letter of permission on Company Letterhead for this vehicle to be taken home. **\*Only One Commercial Vehicle per Household\***
  
- 6 Month Temporary - Borrowed Vehicle
  - License, Registration, Dwelling Certificate, Utility Bill, Notarized Letter from owner giving permission for the vehicle to be used. **\*Only one Borrowed Car per household & Not able to obtain if you have a personal vehicle with a parking sticker already registered at the address\***

## **Dwelling Certificate Information**

Every owner and/or tenant shall file a Dwelling Certificate with the Garfield Fire Prevention Bureau as per City Ordinance 2213 certifying the number of occupants and location of a dwelling unit upon any change of occupancy, whether by ownership or as a result of a new lease, rental or other occupancy unless the property owner had previously filed a Dwelling Certificate for the dwelling unit and an inspection was conducted within SIX (6) months of the new occupancy.

Smoke & Carbon Monoxide Detectors must be mounted within ten (10) feet of all bedrooms. A Fire Extinguisher must be mounted in the kitchen. The owner and/or tenants shall provide access to the premises, common areas, the basement and/or cellar and the attic.

The Fee for the issuance of a Dwelling Certificate is **\$50.00** per dwelling unit which includes the fee for the Smoke Detector Certification. This fee is the **Responsibility of the landlord/homeowner** and must be paid for when the application is returned to the Fire Prevention Office in order to obtain the Dwelling Certificate. If the apartment is not in compliance or application is not provided at the time of the inspection and a re-inspection will be required, there is a **\$50.00 Re-inspection Fee**. Please have exact change or check made out to the **Garfield Fire Prevention Bureau**.

**\*\*The inspector will not take any form of payment at the time of inspection\*\***

**\*\*APPLICATION MUST BE ON SITE AT THE TIME OF INSPECTION\*\***