



Certificate of Continued Occupancy Residential Application

CCO# _____ Date Submitted: _____

*****APPLICATION MUST BE TYPED OR NEATLY PRINTED***
ALL ITEMS MUST BE COMPLETELY FILLED OUT FOR SUBMITTAL**

Address to be sold/rented _____

Block _____ Lot _____ Qualifier _____

Is this this a: Sale OR Rental

If a rental of an apartment which floor or apartment number: _____

Is residence a: Single Family Multi-Family (Number of apartments in building): _____

*****PLEASE NOTE: A COPY OF THE LEASE MUST BE PROVIDED FOR ALL RENTALS*****

Owner/Seller: _____ Buyer/Tenant: _____

Current Address: _____ Current Address: _____

(No P.O. Boxes): _____ (No P.O. Boxes): _____

Phone: _____ Phone: _____

Email _____ Email: _____

Will buyer/tenant be occupying this address? Yes No

If no, please provide buyer's mailing address: (No P.O. Boxes): _____

Name and ages of ALL MINOR CHILDREN that will be residing at residence: **Check if None:**

Name of contact person for inspections:

Telephone number: _____ Email: _____

Signature: _____ OWNER BUYER AGENT

Sale Closing/Tenant Move-in Date: _____

*****Please make check/money order payable to "Township of West Orange"*****

*****PLEASE NOTE: THERE ARE NO REFUNDS ONCE APPLICATION IS PROCESSED***
REINSPECTION FEE IS \$75**

FOR OFFICIAL USE ONLY:

FEE: _____ CHECK MONEY ORDER # _____

CREDIT CARD _____ CASH _____

INSPECTOR: _____ DATE: _____

ZONING OFFICIAL APPROVAL: _____ DATE: _____

Geniece Gary-Adams

Comments _____

25-40.2 Permits.

d. Certificate of Continued Occupancy.

1. Prior to the sale or rental of any existing residential structure containing one (1) unit or more, a Certificate of Continued Occupancy must be obtained which shall be issued by the Construction Official or designated agency or department provided with the authority to grant and issue such certificates. The application of such permit shall be made by the owner of record and shall comply with such administrative provisions as required by the Construction Official in accordance with N.J.A.C. 52:27D-198.1. The Certificate of Continued Occupancy shall be proof that the structure in question complies with all health and safety codes of the Township and State of New Jersey, that it is in compliance with all fire safety requirements as set forth in Chapter 18, Section 3 of the Township Code, and that it is in compliance with the Land Use Regulations of the Township or is considered a legal nonconforming use.
2. Prior to the sale or change in occupancy of any unit in an existing commercial structure, a Certificate of Continued Occupancy shall be issued by the Construction Official. The application of such permit shall be made by the owner of record and shall comply with such administrative provisions as required by the Construction Official. The Certificate of Continued Occupancy shall be proof that the structure in question complies with all health and safety codes of the Township and State of New Jersey that it is in compliance with all fire safety requirements as set forth in Section 40.3 of this Chapter of the Township Code, and that it is in compliance with the Land Use Regulations of the Township or is considered a legal nonconforming use.
3. The Certificate of Continued Occupancy shall state the maximum number of persons that may lawfully occupy the premises covered by the certificate. The occupancy number must match the documentation submitted.
4. The fee for requesting the issuance of a Certificate of Continued Occupancy shall be as follows:

Single Unit Residential Dwelling	\$200.00
Two (2) Unit Residential Dwelling	\$275.00
Three (3) Unit Residential Dwelling	\$350.00
Four (4) Unit Residential Dwelling	\$425.00
Five (5) Unit Residential Dwelling	\$500.00
Six (6) Unit Residential Dwelling	\$575.00
Sale or Change in Occupancy of Commercial Space	\$250.00 per unit up to 1,000 square feet or \$0.25 per square foot for 1,001 square feet to 5,000 square feet or

\$0.50 per square foot

for 5,001 square feet

and up to a maximum of
10,000 square feet

Re-inspection fee

\$75.00

5. It shall be the responsibility of the Tax Assessor of the Township to advise individuals requesting tax assessment searches that a Certificate of Continued Occupancy is required in connection with the sale of any single unit residential dwelling, any sale or change in occupancy of any residential structure containing one (1) or more units or any change in occupancy of any existing commercial unit.
6. Any person seeking a determination from the Construction Official that a Certificate of Continued Occupancy is not required prior to the sale of any existing building, dwelling unit or residence shall pay to the Township a fee of two hundred fifty (\$250.00) dollars for such determination.
7. Notwithstanding anything to the contrary herein, anyone who obtains title or held an ownership interest without first obtaining a Certificate of Continued Occupancy shall be fully responsible and liable under this ordinance.
8. To the extent that an owner fails to obtain a Certificate of Continued Occupancy and closes title, the owner shall remain liable for a separate violation on each day until a Certificate of Continued Occupancy is issued. This continuing violation for each and every day shall be consistent with Section 25-59b.
9. Any person who serves as an agent, employee or representative of any party to a real estate transaction, including but not limited to any licensed real estate broker, attorneys for seller, buyer, and/or lender may be found liable for a violation hereunder and punished to the full extent of the law.

Upon inspection of any building, premises, apartment or any other dwelling unit, the construction official, upon finding that the dwelling unit contains only minor violations of this chapter which are not related to the health, safety and welfare of a prospective tenant so as to prohibit occupation of the tenant, may allow a temporary certificate of continued occupancy to be issued which shall be conditioned upon the property owner's, landlord's or tenant's complying with the provisions of this chapter and the Uniform Construction Code within a reasonable period of time not to exceed 30 days or as per the construction official in writing from the issuance. A permanent Certificate of Continued Occupancy, when all requirements are met within the given time period, shall have no additional fee.



Certificate of Continuous Occupancy Conditions for CCO Applications

- ___ Closure of All Open Permits
- ___ Smoke & Carbon Monoxide Detectors Installed
- ___ Fire Extinguisher in Kitchen Area
- ___ Condition of Sidewalk & Walkways
- ___ Front & Rear Entrance Steps: Balusters and Handrails Properly Installed
- ___ Basement Stairway, IN & OUT
- ___ Electrical Wiring: Exposed Wires, Uncovered Junction Boxes, Hanging Wires, Extension Cords, etc...
- ___ Grounded Receptacles in Working Order
- ___ Proper Relief Valves on Boilers & HW Tanks
- ___ Sump Pump Discharge Location
- ___ Proper Venting of Heating Equipment & Hot Water Heaters
- ___ Proper Venting of Bathrooms; Window or Fan
- ___ Proper Property Maintenance: No Broken Windows, Retaining Walls, etc...
- ___ Safety Hazards: Interior & Exterior
- ___ General Surface Conditions for: Walls, Floors & Ceiling
- ___ Noticeable Structural Problems
- ___ Unregistered Vehicles Removed from Property
- ___ Conformance with the Township Zoning Ordinance for Specified Uses of the Property
- ___ Observe Work Done Possibly Without Permits
- ___ Have Zoning Approval Prior to Issuing Commercial CCO – Eating Establishments Will Also Require Health Department Approval
- ___ Electricity On
- ___ Water On
- ___ Foreclosure
- ___ Commercial Vehicles



TOWNSHIP OF WEST ORANGE

66 MAIN STREET, WEST ORANGE, N.J. 07052

BUILDING DEPARTMENT

BATTERY OPERATED SMOKE DETECTORS AND COMBINATION UNITS REQUIREMENTS

In accordance with NJAC 5:70-4.19(c)

ALL BATTERY OPERATED single station smoke detectors and combination units, (which include smoke detectors), installed in one-and two-family dwellings SHALL be ten-year sealed battery powered alarms. The manufacturing date of the alarm, found on the inside of the unit, should be printed in permanent marker on the outside of the alarm.

Please note that a battery operated smoke detector system may be upgraded to a hard-wired system; both types of systems are acceptable. However, it is not permitted to DIMINISH the quality of a smoke detector system by replacing a hard-wired system with a battery operated system.

CARBON MONOXIDE DETECTOR REQUIREMENTS:

Must be in or outside of bedroom area, no further than ten (10) feet from any bedroom. It may be located on the wall, ceiling, or other location as specified in the manufacturer's installation instructions. Battery operated or electrical "plug in" units are acceptable.

FIRE EXTINGUISHER REQUIREMENTS:

At least one portable fire extinguisher shall be installed in all one-family and two-family detached dwellings upon change of occupancy. For purposes of this section, "portable fire extinguisher", shall mean a portable device, carried and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire, and which is:

- ✓ Listed, labeled, charged and operable;
- ✓ No less than a 4 lb. or more than a 10 lb. rated extinguisher, such as the Model **2A:10B:C** unit should be used;
- ✓ Rated for residential use consisting of an ABC Type;
- ✓ Must be mounted inside, or within (10) feet of the kitchen area, unless otherwise permitted by an enforcing agency;
- ✓ Visible and in a readily accessible spot in the kitchen, free from blocking by furniture, storage, equipment and other items.