



Borough of Caldwell

One Provost Square • Caldwell, NJ 07006 • 973-226-6100 • Fax 973-403-1355

APPLICATION FOR CERTIFICATE OF OCCUPANCY/ CCO

ALL OPEN PERMITS MUST BE CLOSED PRIOR TO A CERTIFICATION OF APPROVAL BEING ISSUED!

Application Date: _____ Tentative Closing Date: _____
(Application must be submitted at last 10 days prior to closing)

Property Address: _____ Block: _____ Lot: _____

Entire Building to be inspected? _____ / Apt of Unit # to be inspected _____

Total Number of units: _____

Current Owner: _____

Address: _____

Phone: _____ Email: _____

Prospective Owner: _____

Address: _____

Phone: _____ Email: _____

This Property is intended to be used as: (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Personal Residence | <input type="checkbox"/> 1 Family |
| <input type="checkbox"/> Rental Residence | <input type="checkbox"/> 2 Family |
| <input type="checkbox"/> Commercial/ Industrial Occupancy | <input type="checkbox"/> Multi Dwelling, No. _____ |

Free: \$100 per unit; No. Units _____ Total Fee _____ Check# _____

- Certificates are not issued until final payment is received/ cleared

Signature of Applicant: _____ **Date:** _____



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Frequently Asked Questions

What is a Certificate of Continued Occupancy?

The Certificate of Continued Occupancy is the municipality assurance to a prospective buyer, current owner or tenant that the building substantially conforms to repair and maintenance standards of the Borough of Caldwell as of the date issuance.

When is a Certificate of Continued Occupancy needed?

1. Prior to the sale of all properties or transfer of titles.
2. Prior to any change of occupancy or reoccupation of a building which has been vacant for over six months.
3. Prior to any change of use.

When does a Certificate of Continued Occupancy inspection consist of?

The Certificate of Continued Occupancy inspection is a visual property maintenance inspection of the interior and exterior of the structure and premises. The primary focus of this inspection is on health, safety and blight. The inspection will confirm the proper use of the building and identify any significant interior or exterior building violations of the structure or property. The inspection will include an evaluation of smoke and carbon monoxide detectors and the presence of the fire extinguisher as required by the NJ Uniform Fire Code. The Inspector will identify any sump pumps in use and confirm they are properly piped to outside of the property and not discharging into the sanitary systems.

What is the fee for the Certificate of Continued Occupancy?

The fee for the inspection and Certificate of Continued Occupancy is \$100 per unit per building for residential, commercial or mixed occupancy properties. A re-inspection fee of \$40 per unit up to a maximum of \$150 per re-inspection applies.

To obtain a Certificate, stop by the construction office or download an information packet to include an application. Fill out and return the application and an inspector will call you to schedule your inspection.