



## Certificate of Continued Occupancy Residential Application

CCO # \_\_\_\_\_  
Date Submitted \_\_\_\_\_  
Date Issued \_\_\_\_\_  
Control # \_\_\_\_\_

Address to be sold/rented \_\_\_\_\_

Block \_\_\_\_\_

Lot \_\_\_\_\_

Is 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)

Owner/Seller \_\_\_\_\_

Buyer/Tenant \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

(No P.O. Boxes) \_\_\_\_\_

(No P.O. Boxes) \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

If applicable Superintendent's Name and Phone Number: \_\_\_\_\_

Will buyer be occupying this address?  Yes  No

If no, please give mailing address: (No P.O. Boxes) \_\_\_\_\_

Name and ages of ALL MINOR CHILDREN that will be residing at residence:

\_\_\_\_\_  
\_\_\_\_\_

Contact person for inspections: Name: \_\_\_\_\_

Telephone # \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Closing date: \_\_\_\_\_  OWNER  BUYER  AGENT

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

INSPECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

ZONING OFFICIAL APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Geniece Gary Adams

**\*\*\* APPLICATION MUST BE COMPLETELY FILLED OUT FOR SUBMITTAL \*\*\***

FEE: \_\_\_\_\_ CHECK / MONEY ORDER # \_\_\_\_\_

Comments:

If you have any questions please call 973-325-4110 or [planning@westorange.org](mailto:planning@westorange.org)

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	\$100.00
Two (2) Unit Residential Dwelling	\$150.00
Three (3) Unit Residential Dwelling	\$200.00
Four (4) Unit Residential Dwelling	\$250.00
Five (5) Unit Residential Dwelling	\$300.00
Six (6) Unit Residential Dwelling	\$350.00
Sale or Change in Occupancy of Commercial Space	\$100.00 per unit up to 1,000 square feet or \$0.10 per square foot for 1,001 square feet to 5,000 square feet or \$0.15 per square foot for 5,001 square feet and up.
Reinspection fee	\$50.00

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 twenty-five (\$25.00) 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.
10. 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 thirty (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.  
(Ord. No. 2357-12 § 25-40.2)



## Certificate of Continuous Occupancy Conditions for CCO Inspections

- \_\_\_ Closure of all open permits
- \_\_\_ Smoke & Carbon Monoxide Detectors installed
- \_\_\_ Fire Extinguisher in kitchen area
- \_\_\_ Condition of Sidewalks & 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
- \_\_\_ Safety hazards: Interior & Exterior
- \_\_\_ General surface conditions for: walls, floors and 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 Dept. Approval
- \_\_\_ Electricity on
- \_\_\_ Water on
- \_\_\_ Foreclosure



# TOWNSHIP OF WEST ORANGE

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

## BUILDING DEPARTMENT

**ROBERT D. PARISI**  
*Mayor*

Tel: (973) 325-4112

Fax: (973) 325-6359

Email: [WOBuilding@westorange.org](mailto:WOBuilding@westorange.org)

**THOMAS TRACEY**  
*Construction Official*

### SMOKE DETECTOR AND CARBON MONOXIDE DETECTOR REQUIREMENTS

N.J.A.C. 5:70-2.3 AND 4.19 (d)

<b>SMOKE DETECTORS:</b>	
	<p><b><u>ONE FAMILY</u></b></p> <p><b>BASEMENT:</b> BOTTOM LEVEL NEAR STAIRS ON CEILING</p> <p><b>FIRST FLOOR:</b> BY STAIRWAY ON CEILING</p> <p><b>SECOND FLOOR:</b> IN HALLWAY OUTSIDE BEDROOM AREA-CEILING. NO FURTHER THAN 10 FEET FROM ANY BEDROOM</p> <p><b>ATTIC:</b> IF THERE IS A PERMANENT STAIRWAY, ONE UNIT TO BE PLACED ON CEILING OF ATTIC</p>
	<p><b><u>TWO FAMILY</u></b></p> <p><b>BASEMENT:</b> SAME AS ABOVE</p> <p><b>EACH APT:</b> IN HALLWAY OUTSIDE BEDROOM AREA-CEILING</p> <p><b>ATTIC:</b> SAME AS ABOVE</p>

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## **CARBON MONOXIDE DETECTOR:**

OUTSIDE 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.

THE DEVICE IS PERMITTED TO BE A BATTERY POWERED, HARDWIRED, OR PLUG-IN TYPE.

## **FIRE EXTINGUISHER:**



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:

1. Listed, labeled, charged and operable;
2. No smaller than a 2 ½ lb. or larger than a 10 lb. rated extinguisher;
3. Rated for residential use consisting of an ABC Type;
4. Within ten (10) feet of the kitchen area, unless otherwise permitted by an enforcing agency;
5. Located with the top of the extinguisher not more than (5) five feet (1/53 meters) above the floor;
6. Visible and in a readily accessible spot, free from blocking by furniture, storage, equipment and other items;
7. Near a room exit or travel way that provides an escape route to the exterior;
8. Accompanied by an owner's manual or written information regarding the operation, inspection and maintenance of the extinguisher;
9. Installed so the operation instructions shall be clearly visible.