



Certificate of Continued Occupancy Commercial Application

CCO # _____
Date Submitted _____
Date Issued _____
Control # _____

Address to be sold/rented _____

Block _____ Lot _____

Is this a: Sale OR Rental If a rental of one unit, which unit or floor number: _____

State commercial use _____ Is this a Change of Use: YES NO

If yes, you will need to contact Ms. Geniece Gary-Adams, Zoning Official for approval at 973-325-4119 or zoningofficial@westorange.org

Owner/Seller _____ Buyer/Tenant _____
Address _____ Address _____

(No P.O. Boxes) _____

Phone: _____ Mobile: _____

If applicable Superintendent's Name and Phone Number: _____

Name of Business: _____

If buying a multi-unit commercial building, will tenants being remaining or is building vacant?

Tenants Remaining: _____ Building Vacant: _____

Contact person for inspections: Name: _____

Telephone # _____

SIGNATURE: _____

Closing date: _____ OWNER BUYER AGENT

***** PROVIDE SQUARE FOOTAGE OF SPACE *****

INSPECTOR: _____ DATE: _____

ZONING OFFICIAL APPROVAL: _____ DATE: _____

Geniece Gary Adams

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

FEE: _____ CHECK / MONEY ORDER # _____

If you have any questions please call 973-325-4112 or wobuilding@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)