



## BOROUGH of ROSELAND

300 Eagle Rock Avenue, Roseland, NJ 07068

[www.roselandnj.org](http://www.roselandnj.org)

MAYOR **JAMES R. SPANGO**

Construction Department

300 Eagle Rock Avenue

Roseland, NJ 07068

Telephone: 973-226-5566

### APPLICATION FOR CERTIFICATE OF CONTINUED OCCUPANCY: RESIDENTIAL RENTAL

Current Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_ Fee: \$ 100  
Owner's Phone #: \_\_\_\_\_ Check #: \_\_\_\_\_  
Owner's E-mail Address: \_\_\_\_\_ Received: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qualification Code: \_\_\_\_\_

### PROPERTY ADDRESS FOR CERTIFICATE: \_\_\_\_\_

New Tenant: \_\_\_\_\_  
New Tenant's Current Address: \_\_\_\_\_  
New Tenant's Phone #: \_\_\_\_\_

### APPLYING FOR:

☐ CERTIFICATE OF CONTINUED OCCUPANCY

FINAL RENTAL PRICE: \_\_\_\_\_

\*Owner is responsible for closure of all permits prior to renting this property. The landlord shall be responsible for any water fees.

IF A FINAL WATER METER READING HAS BEEN REQUESTED, A CERTIFICATE WILL NOT BE RELEASED UNTIL THE READING HAS BEEN PERFORMED.

*I hereby attest that, to the best of my knowledge, all work has been completed in accordance with the approved plan, permits and regulations as required for issuance of this Certificate of Continued Occupancy and I agree to the terms above.*

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

### ..... **OFFICE USE ONLY**

#### **Description of Approval:**

☐ Smoke Detectors ☐ Carbon Monoxide Detector ☐ Fire Extinguisher ☐ Explosive Natural Gas Alarm

☐ Approved for CCO Inspector's sign off: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Final Water Meter Read (if applicable) CCO Issue Date: \_\_\_\_\_



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### **CERTIFICATE OF CONTINUED OCCUPANCY REQUIREMENTS**

**Note: Applicant must verify with the Construction and Zoning Departments that there are no open permits prior to scheduling the CCO inspection. The following items are required to be present in order to pass a CCO inspection.**

1. A properly functioning Smoke Detector on each level, including the basement. (Required by NJ State law for one and two family dwellings). Smoke detectors are permitted to be a 10-year sealed battery-operated type, but shall not replace any required A/C powered/hard wired smoke detectors, or a household fire alarm system which shall be less than 10 years old.
2. A properly functioning Carbon Monoxide Detector in the vicinity of all sleeping rooms/areas. (Required by NJ State law for one and two family dwellings)
3. An Explosive Natural Gas Alarm to be installed per manufacturers specifications.
4. A fully charged, wall-mounted **2A:10B:C** Fire Extinguisher, rated for residential use, installed within 10 feet of the kitchen, visible and located not more than 5 feet above the floor, and in accordance with the manufacturers specifications. (Required by NJ State law for one and 2 family dwellings) Must be new with a sales receipt or have an inspection tag of less than 1 year old affixed by a NJ licensed fire extinguisher contractor.
5. Smoke, Carbon Monoxide, and Explosive Natural Gas detectors must not be older than 10 years old.
6. Loose or missing stair treads, risers, handrails and/or guardrails at stairways.
7. Loose or missing electrical panel covers, switch/receptacle cover plates, and junction box cover plates.
8. Sump pump (if present) piped to outside of house or unit. (Not connected to sanitary sewer system).
9. Proper fit and venting of furnace/boiler and hot water heater to chimney.
10. Relief valves on hot water heater shall discharge between 2" and 6" above floor.
11. Unsealed penetrations, holes or damage/missing areas of sheetrock or plaster finishes in walls or ceiling of attached garages.
12. Certificate will not be issued unless the buyers name and phone number have been received.
13. Certificate is valid for 180 days.
14. **Seller or seller's attorney is responsible for scheduling the Final Water Reading prior to closing on the property. A CCO will not be released until a Final Water Reading has been performed.**