



Englewood

Code Enforcement

P.O. Box 228 • Englewood, N.J. 07631 • www.cityofenglewood.org

Receipt No. _____

CCO Inspector _____

CCO No. _____

Date Inspected _____

Cash or Check # _____

Date Received _____

Fee \$ _____

CERTIFICATE OF CONTINUED OCCUPANCY
FOR THE RESALE OF A CONDO, 1 & 2 FAMILY - \$150 * 3 & 4 FAMILY - \$250

Seller-Name _____ Tel: _____

Seller-Email Address _____

Property Address _____

Block _____ Lot _____ Use Group _____

No. of Bedrooms _____ No. of Bathrooms _____ No. of Kitchens _____

Buyer-Name _____

Buyer-**Present** Address _____

_____ Tel: _____

No. of People **Presently** Residing At Premises Before Sale _____

No. of People Who **Will** Occupy Premises After Sale _____

Seller's Agent _____ Tel: _____

Email Address _____

Seller's Attorney _____ Tel: _____

Email Address _____

I hereby certify that I have read this application thoroughly and agree to conform to the provisions of Chapter 159 of the city codes of the City of Englewood.

PRINT NAME CLEARLY

SELLER/AGENT/ATTORNEY SIGNATURE

**TO RECEIVE A CCO THE ITEMS LISTED BELOW MUST BE COMPLIANT WITH APPLICABLE
STATE LAW AND LOCAL ORDINANCE**

- 1. House No. in contrasting colors (3) inches high must be permanently affixed in the vicinity of the front door**
- 2. Carbon monoxide alarms must be installed outside of any sleeping area within (10) feet of bedroom**
- 3. No dead bolt inside with key**
- 4. All egress doors shall be readily operable from the inside without the use of a key or special knowledge or effort**
- 5. All egress windows in bedroom should must open easily**
- 6. No broken glass**
- 7. Working fans must be installed in bathroom without windows**
- 8. Handrails must be installed for (4) or more steps**
- 9. Water heater pipe within 6" of floor**
- 10. Flue on heater no leaks around vent pipe**
- 11. No holes in garage ceiling**
- 12. At least (1) portable fire extinguisher must be mounted and installed. (See below)**
 - Fire extinguisher shall be listed, labeled, charged and operable.**
 - The size shall be no smaller than 2A: 10B: c rated for residential use and weighs no more than 10lbs.**
 - The hangers and brackets supplied by the manufacturer must be used.**
 - The top of the extinguisher must not be more than (5) feet above the floor.**
 - The extinguisher must be near a room exit or travel path that provides an escape route to the exterior kitchen**

Smoke detectors must be installed in accordance with NFPA Standard 74-1984 as follows:

- 1. (1) on each level of the premises including basements and walk up attics**
- 2. (1) outside of any sleeping area within (10) feet of bedroom**
- 3. If the smoke detectors are interconnected, have password to turn off & reset system**
- 4. Smoke detectors may be battery powered and will be listed in accordance with ANSI/UL 217**
- 5. A/C powered smoke detectors are permitted**

***ALL OPEN PERMITS MUST HAVE FINAL INSPECTIONS BEFORE CCO APPLICATIONS ARE ACCEPTED**

***APPLICATIONS SHOULD BE SUBMITTED AT LEASE (10) DAYS BEFORE THE CLOSING DATE**

***CCO INSPECTIONS WILL BE SCHEDULED 5-7 BUSINESS DAYS FROM THE DATE THE APPLICATION IS SUBMITTED**

*** BANK OWNED PROPERTIES - SUBMIT A COPY OF THE CONTRACT OF SALE OR A NOTARIZED LETTER FROM THE BANK ON THEIR COMPANY LETTERHEAD STATING THAT THEY ARE THE OWNERS AND THE PROPERTY IS BEING SOLD TO THE NEW BUYER**

***IF THE BUYER CHANGES (30) DAYS AFTER THE APPLICATION WAS SUBMITTED, A NEW CCO APPLICATION & PAYMENT MUST BE SUBMITTED**

**IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE INSPECTOR
JAHVIA GRIFFIN AT (201) 510-8201**