Englewood

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

CCO FOR A COMMERCIAL RESALE
APPLICATION FEE - $250

Seller-Name_____________________________________________________________Tel:_____________________

Seller-Email______________________________________________________________

Property Address __________________________________________________________

Block_______ Lot_________ Approximate Sq. Footage _________ Closing Date _______________________

No. of Businesses in Building _____ No. of Apartments in Building _____ Is There a Fire Alarm Present ________

Buyer-Name _______________________________________________________________Tel:_____________________

Buyer-____________________________________________________________________Tel:_____________________

Buyer-____________________________________________________________________Tel:_____________________

Description of New Use or Business ____________________________________________

Description of Former Use or Business _________________________________________

If Applying for a Resale Only-Not to Occupy Cert, Explain Why? ________________________

*Contact for Inspection__________________________

Seller’s Agent __________________________________Tel:_____________________

Email Address ______________________________________________________________

Seller’s Attorney __________________________________Tel:_____________________

Email Address ______________________________________________________________

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

SIGNATURE OF SELLER, AGENT OR ATTORNEY  PRINT NAME

__________________________________________________________

*OFFICE USE ONLY*

File No.____________________ Zoning District__________ Zoning____________________________

Receipt No._______________ Use Group __________ Approved Seating __________________________

Fee $____________________ M/O or Check # __________ Date Received_________________________

Chief Inspector ______________________________________ CCO Inspector _________________________

Rev: 1/2020
APPLICATION FEES ARE NON-REFUNDABLE

PLEASE MAKE CHECK/MONEY ORDER PAYABLE TO THE CITY OF ENGLEWOOD (CREDIT CARDS ARE NOT ACCEPTED)

MAIL CCO APPLICATION & PAYMENT TO ENGLEWOOD BUILDING DEPARTMENT P.O. BOX 228 ENGLEWOOD, NJ 07631

BEFORE CCO APPLICATIONS ARE ACCEPTED, ALL OPEN PERMITS MUST PASS ALL FINAL INSPECTIONS

THE CCO INSPECTOR WILL CALL TO SCHEDULE AN APPOINTMENT WITHIN (10) BUSINESS DAYS FROM THE DATE THE APPLICATION IS RECEIVED

THE CERTIFICATE WILL BE EMAILED (2) BUSINESS DAYS AFTER THE INSPECTIONS PASS

RESALE ONLY - THE BUYER MUST SUBMIT A NOTARIZED LETTER STATING THAT THEY WILL NOT OCCUPY THE PREMISES UNTIL THEY OBTAIN THE NECESSARY PERMITS & RENOVATIONS ARE COMPLETE & A CO/CCO IS ISSUED FROM THE CITY OF ENGLEWOOD

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

IF THE BUYER CHANGES (30) DAYS AFTER THE INSPECTION DATE A NEW CCO APPLICATION & PAYMENT MUST BE SUBMITTED

THE BUILDING DEPARTMENT DOES NOT ACCEPT APPLICATIONS BY FAX OR EMAIL

Rev: 1/2020
TO RECEIVE A CCO THE ITEMS LISTED BELOW MUST BE COMPLIANT WITH APPLICABLE STATE LAW AND LOCAL ORDINANCE

1. BUILDING NO. IN CONTRASTING COLORS, (3) INCHES HIGH MUST BE PERMANENTLY AFFIXED IN THE VICINITY OF THE FRONT DOOR & VISIBLE FROM STREET

2. FIRE EXIT LIGHTS

3. EMERGENCY LIGHTS

4. FIRE ALARM TEST REPORT IF INSTALLED

5. SPRINKLER TEST REPORT IF INSTALLED

6. HANDRAILS FOR (4) OR MORE STAIRS

7. NO HOLES IN WINDOWS, CEILINGS, FLOORS OR WALLS

8. NO BROKEN GLASS

9. WATER HEATER BLOW OFF PIPE WITHIN 6” FROM FLOOR

10. ELECTRIC SERVICE - NO OPEN SPACE IN ELECTRIC BOX ALL HAVE TO BE COVERED

11. FURNACE & BOILER FLUE PIPE IN GOOD WORKING ORDER (NO HOLES)

12. NO MISSING COVERS (WALL SOCKETS, ETC.)

13. NO EXPOSED WIRES

14. FIRE EXTINGUISHER MUST BE SERVICED AND TAGGED

15. WORKING FANS MUST BE INSTALLED IN BATHROOMS WITHOUT WINDOWS