



# Englewood

Code Enforcement

P.O. Box 228 • Englewood, N.J. 07631 • [www.cityofenglewood.org](http://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-**Present** Address \_\_\_\_\_

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 \_\_\_\_\_

**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**

**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 EXTIGUISHER MUST BE SERVICED AND TAGGED**
- 15. WORKING FANS MUST BE INSTALLED IN BATHROOMS WITHOUT WINDOWS**