

BOROUGH OF NEW PROVIDENCE  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
360 Elkwood Avenue  
New Providence, NJ 07974  
PH (908) 665-1098  
FAX (908) 665-8361

Log #: \_\_\_\_\_  
By: \_\_\_\_\_  
Date Rec'd: \_\_\_\_\_

## RESALE/RENTAL APPLICATION FOR RESIDENTIAL CONTINUED CERTIFICATE OF OCCUPANCY

**PLEASE PRINT OR TYPE**

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ CLOSING DATE \_\_\_\_\_

RESALE CCO  RENTAL CCO

PRESENT USE:  1-family  2-family;  multi-family (#units \_\_\_\_\_)  condo  townhouse  apt

ADDRESS TO BE INSPECTED \_\_\_\_\_ APARTMENT # \_\_\_\_\_

NEW OWNER/RENTERS NAME \_\_\_\_\_

NAME OF BUILDING OWNER \_\_\_\_\_

ADDRESS OF OWNER \_\_\_\_\_

PHONE # \_\_\_\_\_ BUSINESS PHONE # \_\_\_\_\_

PRINT AGENT NAME \_\_\_\_\_ AGENT PHONE # \_\_\_\_\_

Answer either yes or N/A:

- \_\_\_\_\_ Working Smoke Detectors on each level of the dwelling, excluding attic and crawl spaces
- \_\_\_\_\_ Carbon Monoxide Alarm installed and working
- \_\_\_\_\_ Fire Extinguisher installed
- \_\_\_\_\_ Swimming pool fences and gates are in place and operative
- \_\_\_\_\_ House numbers
- \_\_\_\_\_ Illegal sump pumps, roof drains and other connections to sanitary sewer eliminated
- \_\_\_\_\_ Construction permits have been obtained and closed for all work
- \_\_\_\_\_ Plumbing, electrical, fire and building hazards have been eliminated
- \_\_\_\_\_ Use conforms with applicable zoning ordinance requirements

SIGNATURE OF OWNER OR AGENT \_\_\_\_\_ DATE \_\_\_\_\_

*To the best of my knowledge, this property is in conformance with the requirements for a Certificate of Continued Occupancy as outlined in the handout provided. All smoke detectors have been installed in accordance with the regulations and are in working order.*

**FEE MUST ACCOMPANY APPLICATION:** Make checks payable to the Borough of New Providence

1. 1 or 2 family detached dwellings - \$100.00 per unit
2. Multi-family dwellings, townhouse, condos - \$100.00 per unit
3. Apartment buildings - \$50.00 per unit  
(fee includes 1<sup>st</sup> reinspection, additional inspections \$25.00 each)

*Allow at least 10 business days prior to closing*

***NO CERTIFICATES WILL BE ISSUED WITHOUT THE ABATEMENT OF ANY OUTSTANDING PERMITS. VIOLATIONS OR WORK CONDUCTED WITHOUT PROPER APPROVALS.***

### FOR OFFICE USE ONLY

**CERTIFICATE NO:** \_\_\_\_\_

**REQUESTED DATE & TIME OF INSPECTION** \_\_\_\_\_

**APPROVAL DATE** \_\_\_\_\_ **INSPECTOR** \_\_\_\_\_

1). **FAILED INSPECTION DATE** \_\_\_\_\_ **INSPECTED BY** \_\_\_\_\_

2). **FAILED INSPECTION DATE** \_\_\_\_\_ **INSPECTED BY** \_\_\_\_\_

**VIOLATIONS FOUND (LIST ON BACK)** \_\_\_\_\_ **VIOLATIONS CHECKED BY** \_\_\_\_\_

**OPEN PERMITS?**  YES  NO \_\_\_\_\_

**TYPE OF PAYMENT**  CASH  CHECK # \_\_\_\_\_  CREDIT CARD  
**RE-INSPECTION PYMT**  CASH  CHECK # \_\_\_\_\_  CREDIT CARD