



BOROUGH OF CHATHAM
RESIDENTIAL

54 Fairmount Avenue
Chatham, NJ 07928
973-635-0674

CERTIFICATE OF CONTINUED OCCUPANCY APPLICATION FEE \$100.00

Date of Inspection: _____ Permit # _____

Block: _____ Lot: _____

Address of Inspection: _____

Type of Inspection: Resale (1 & 2 family) Rental

Property Owner: _____

Property Owner's Address: _____
(if different from above)

- Inspections are scheduled after application fee is paid.
- The attached checklist must be at the property on the day of inspection.
- After the inspection, return of attached checklist and after all construction permits have been closed, the CCO Certificate may be picked up in room #216.

Contact person on date of inspection:

Property Owner Agent

Name: _____

Phone #: _____

Email: _____

Inter-Office Use Only:

Madison Construction Office pursuant to Uniform Construction Code, N.J.A.C. 5:23-2 et seq.

Request for record of closed/open permits

Borough of Chatham

54 Fairmount Avenue
Chatham, New Jersey 07928

RESIDENTIAL

Continuing Certificate of Occupancy Checklist

Owners Name: _____

Address of Inspection: _____

Block: _____

Lot: _____

Contact Name: _____ Phone #: _____

Item			
Utilities Paid in Full	()	Signed:	
	Pass	Fail	Comments
House Number			
Smoke Detectors			Certificate Required ()yes ()No
Carbon Monoxide			
Furnace & Flues			
Hot Water Heater			
Electric Panel			
Garage Door Opener			
Temporary Wiring			
Cover Plates			
Sump Pump			
Handrails			
Sidewalk			
Fire Extinguisher			
General Safety			
Other			
Approved:		Date:	

- Please, if you are connected to a central station police or fire alarm system, notify the inspector when he/she arrives. A certificate will be required from your service provider.
- Smoke detectors are required, one on each level on the ceiling at the base of the stairs, not more than ten (10) feet from each bedroom. If it must be mounted on the wall it should be no more than four (4) feet from the ceiling. No smoke detector is required in the attic unless it is finished and climate controlled.
- Carbon Monoxide detectors are required within ten (10) feet of each bedroom. They should be mounted low to the floor. In most Chatham houses, one unit in the bedroom hall will be sufficient.
- The inspector will check your furnace for functioning gauges, solid chimney connections, leaks, and other obvious hazards.
- Your hot water heater is required to have a metal blow-off pipe connected to the safety valve so that escaping steam will be directed to the floor, unless you have a boiler that recirculates the hot water.
- Electrical panels are required to have doors, and they must be easily accessible.
- Garage door openers must have dedicated receptacles nearby for direct plug-in. Extension cords are not permitted.
- Extension cords for other than the simplest of items, drop lights, radios, computers, etc. are not permitted, for example, you may not have an extension cord running to a space heater or air conditioner. All receptacles, switches, dimmers, etc. must have plates.
- Sump pumps may not discharge into the sanitary sewer system.
- Sump pump pits must have sturdy covers over the pit.
- Handrails are required on any stairway with more than three risers. The handrail height must not be less than 34 inches nor more than 38 inches, when measured vertically from the nose of the tread.
- Utilities must be paid up to date.
- All construction permits must be closed.
- House address numbers are required for the "911" system. The numbers must be a minimum of 3 inches high, contrast with their background, and be visible from the street.
- A fire extinguisher should be readily available in the kitchen. (ABC type no larger than a 10 pound rated extinguisher).
- The inspector will check for general safety with regard to such things as sturdiness of railings, condition of decks, loose doors or shutters, sagging gutters, decayed porches and steps, etc.