



Incorporated 1897

Borough of Chatham

BOROUGH HALL
54 FAIRMOUNT AVENUE
CHATHAM, NEW JERSEY 07928

Tel: 973-635-0674 • ChathamBorough.org

Return Application with
\$100 Fee to

CHATHAM BOROUGH
CLERK'S OFFICE

RESIDENTIAL CERTIFICATE OF CONTINUED OCCUPANCY APPLICATION

Fee: \$100.00

Address of Inspection: _____ Block: _____ Lot _____

Name of Property Owner:

Type of Inspection: Resale (1 & 2 family) Tentative Closing Date: _____
 Rental Please also complete a *Rental Registration Certification Form* and attach to this application.

Contact person on date of inspection:

- Property Owner
- Agent

Name: _____ Phone: _____

Email: _____

- The application process time for CCO applications is two-three weeks from the date the application is submitted not including time and time of inspection.
- All CCO application require ALL open permits to closed and ALL utilities to be current.
- Once all permits are closed and utilities are current, the inspection will be schedule.
- The Certificate of Continued Occupancy (CCO) will be issued at the time the Clerk's Office has received the completed & signed inspection checklist and proof that all construction permits have been closed.

X _____
Signature of Applicant

Date

OFFICE USE ONLY

Application Received by: _____ Scheduled Inspection Date & Time:

Date Received: ____ / ____ / ____

Fee Received \$ Cash Check #



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Return Completed Inspection
Checklist to the

CHATHAM BOROUGH
CLERK'S OFFICE

Residential Continuing Certificate of Occupancy Inspection Checklist

Contact Name: _____ Phone #: _____

Property Address: _____ Block: _____ Lot: _____

Item	Pass	Fail	Comments
Utilities Paid in Full: <input type="checkbox"/> Yes <input type="checkbox"/> No			Authorized Signature: _____
House Number			
Smoke Detectors			Certificate Required: <input type="checkbox"/> Yes <input type="checkbox"/> 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			

Property Inspected by: _____ **Date:** _____

TIPS TO HELP PREPARE FOR THE PROPERTY INSPECTION

- 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.
- If the property is connected to a central station police or fire alarm system a certificate will be required from the service provider.
- All Smoke detectors are required to be a 10-year battery sealed detectors and should be in the following locations: 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
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- 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 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. An extension cord to run a space heater or air conditioner is not permitted.
- All outlet receptacles, light 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 four 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.
- Sidewalks should be free of any obstacles and in good condition.
- 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 about such things as sturdiness of railings, condition of decks, loose doors or shutters, sagging gutters, decayed porches and steps, etc.