



# Borough of Chatham

BOROUGH HALL  
54 FAIRMOUNT AVENUE  
CHATHAM, NEW JERSEY 07928  
973-635-0674 • ChathamBorough.org

Return Application with  
\$100 fee to the

Chatham Borough  
Clerk's Office

## Commercial Certificate of Continued Occupancy Application (CCO) Fee: \$100

Address to be certified: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Type of certification:

- Resale      Tentative closing date: \_\_\_\_\_
- Rental / Tenancy change

Name of current property owner: \_\_\_\_\_

Property owner contact: \_\_\_\_\_

Contact person on date of certification inspection:

- Property owner (*The Borough will use the above contact information*)
- Agent

Agent name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Be advised:

- The process time for CCO applications is typically three weeks after submission, barring time spent paying utilities, closing permits, or scheduling inspections.
- Resale CCOs require all open permits to be closed and no outstanding utility balance.
- After confirmation of current utilities and no outstanding permits, the fire and general safety inspection will be scheduled (*see attached inspection tips*).
- The Certificate of Continued Occupancy will be issued at the time the Clerk's Office has received the signed inspection checklist and proof that all construction permits have been closed.

By signing below, I acknowledge the above advisory and attest that I am the current property owner or an authorized agent thereof.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of submission



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Return completed Inspection  
Checklist to the

Chatham Borough  
Clerk's Office

## Continuing Certificate of Occupancy Inspection Checklist

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address to be certified: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Utilities paid in full?  Yes  No Cheri Morris, Utilities Clerk \_\_\_\_\_

Item	Pass	Fail	Comments
Street Number			
Smoke Detectors			Certificate required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Carbon Monoxide			
Furnace and 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: \_\_\_\_\_



Incorporated 1897

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## FIRE SAFETY BUREAU FIRE INSPECTION REGISTRATION FORM (PLEASE PRINT OR TYPE ALL INFORMATION)

Length \_\_\_\_\_ Width \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_

**CURRENT BUSINESS NAME:** \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

Phone#: \_\_\_\_\_

Do you... OWN / LEASE the property (circle one)

**BUILDING OWNER'S NAME:** \_\_\_\_\_

Federal I.D. No.: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**NEW BUSINESS OWNER'S NAME:** \_\_\_\_\_

Federal I.D. No.: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Type: Individual  Partnership  Corporation  Other

### EMERGENCY CONTACTS:

#1: \_\_\_\_\_ Phone#: \_\_\_\_\_

#2: \_\_\_\_\_ Phone#: \_\_\_\_\_

**ALARM / SUPPRESSION SYSTEM INFORMATION:**

Describe System: \_\_\_\_\_

Monitoring Co. Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**DESCRIPTION OF USE / OCCUPANCY OF THIS BUILDING / BUSINESS:**

\_\_\_\_\_  
\_\_\_\_\_

I CERTIFY THAT ALL STATEMENTS MADE ABOVE ARE TRUE:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name / Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Agent Address: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**OFFICE USE ONLY**

Application Received by: \_\_\_\_\_

Scheduled Inspection Date & Time: \_\_\_\_\_

Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Fee Received \$ \_\_\_\_\_  Cash  Check # \_\_\_\_\_

**Local ID#:** \_\_\_\_\_ **State ID#:** \_\_\_\_\_ **Date Registered:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **TIPS TO HELP PREPARE FOR THE PROPERTY INSPECTION**

- Utilities must be paid up and to date.
- All construction permits must be closed.
- House / street 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 sealed battery and should be in the following locations:
  - 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 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.