



Incorporated 1897

# Borough of Chatham

BOROUGH HALL  
54 FAIRMOUNT AVENUE  
CHATHAM, NEW JERSEY 07928

Tel: 973-635-0674 • ChathamBorough.org

Return Application and Fee to  
CHATHAM BOROUGH  
ADMINISTRATOR'S OFFICE

## COMMERCIAL PROPERTY CERTIFICATE OF CONTINUED OCCUPANCY APPLICATION

**Fee: \$100.00**

Address of Inspection: \_\_\_\_\_ Block: \_\_\_\_\_ Lot \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Type of Inspection:  Resale    Tentative Closing Date: \_\_\_\_\_  
 Rental/Change in Tenancy

Contact person on date of inspection:

- Property Owner
- Agent

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

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

- Inspections are scheduled at the time the application fee is paid.
- The attached inspection checklist must be at the property on the day of inspection.
- 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

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### OFFICE USE ONLY

Application Received by: \_\_\_\_\_ Scheduled Inspection Date & Time: \_\_\_\_\_

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

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

## Commercial Property Continuing Certificate of Occupancy Checklist

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

Address of Inspection: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Item			
<b>Utilities Paid in Full:</b> <input type="checkbox"/> Yes <b>Authorized Signature:</b> _____			
	<b>Pass</b>	<b>Fail</b>	<b>Comments</b>
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			
<b>Property Inspected by:</b> _____			<b>Date:</b> _____



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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 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.
- 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 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.