



Borough of Chatham

Office of the Borough Clerk
54 Fairmount Avenue • Chatham • NJ 07928
973-701-6808 • ChathamBorough.org

Cert #: _____

Fee: \$100
Check or cash
Make checks
payable to:
*Borough of
Chatham*

Commercial Certificate of Continued Occupancy (CCO) Application

Address to be Certified: _____ Block: ____ Lot: ____ Zone: ____

Name of Applicant or Authorized Agent: _____

Phone: _____ Email: _____

Applicant's Address: _____

Name of Lot Owner: _____

Phone: _____ Email: _____

Lot Owner's Address: _____

Type of certification: Sale Change in Use Change in Tenancy

What were the premises previously being used for? _____

What is the New / Proposed Use? _____

Previous Days & Hours of Operation: _____ Proposed Days / Hours of Operation: _____

Number of Proposed Employees: _____ Existing Parking Spaces On-Site: _____

Gross Floor Area to be Occupied: _____ Solid Waste Facilities available On-Site? Y / N -
Describe: _____

Will there be any storage or handling of Chemicals or Hazardous Substances? Y / N –
Describe: _____

Please attach the following (incomplete applications will be returned):

- For Change in Use / Tenancy only, provide a Scope of Work.
- For Change in Use / Tenancy only, proof of Liability Insurance in the amount of \$500,000; \$300,000 if owner occupied (*P.L. 2022, c. 92*)
- For Sale only, provide proof of no open permits on the property.
 - If you do not have such proof, file an OPRA request for a Permit Summary.
- For Sale only, Tax Collector check on Page 2 indicating Lead Line Replacement fees paid in full. For tax department questions, please contact our Tax Dept. at 973-635-0674 ext. 202.
- For both Sale and Rental, Utilities Clerk check on Page 2 indicating utilities paid in full. For utility questions, please contact our Utilities Dept. at 973-635-0674 ext. 214 or online at [On-line Water/Sewer Payment - Borough of Chatham \(cit-e.net\)](#)

Please be advised that CCOs take approximately 3 weeks to process after submission of a complete application. The Borough is not responsible for missed Real Estate Closings or any delays in occupancy.

By signing below, I acknowledge the above advisory, attest that I am the current property owner or an authorized agent thereof, and declare that the statements made by me in this application are true.

Signature of Applicant

Date of submission

Approved / Denied – Zoning Official

Date of review



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Return completed inspection checklist with your application. Keep final "Tips" page for your information.

Continuing Certificate of Occupancy Inspection Checklist

Address to be certified: _____ Block: _____ Lot: _____

Contact Name: _____ Phone: _____

For Borough use only

Utilities paid in full? [] Yes Cheri Morris, Borough Utilities Clerk _____

Lead Line Replacement paid in full? [] Yes Lydia Blide, Tax Collector _____

| Item | Pass | Fail | Comments |
|--------------------|------|------|--------------------------------------|
| Street Number | | | |
| Smoke Detectors | | | Certificate required? [] Yes [] 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 | | | |
| Lead-Based Paint | | | |
| Other | | | |

Property inspected by: _____ Date: _____



Borough of Chatham

Bureau of Fire Safety

54 Fairmount Avenue ■ Chatham ■ NJ 07928
973-635-0674 ■ ChathamBorough.org



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 or LEASE the property (circle one)

BUILDING OWNER'S NAME: _____

Federal I.D. No.: _____ Phone #: _____

Street Address: _____

Email Address: _____

NEW BUSINESS OWNER'S NAME: _____

Federal I.D. No.: _____ Phone #: _____

Street Address: _____

Email Address: _____

Business Type: Individual Partnership Corporation Other (circle one)

EMERGENCY CONTACTS:

#1: _____ Phone #: _____

#2: _____ Phone #: _____

ALARM / SUPPRESSION SYSTEM INFORMATION:

Describe System: _____

Monitoring Co. Name: _____

Phone #: _____

DESCRIPTION OF USE / OCCUPANCY OF THIS BUILDING / BUSINESS:

I CERTIFY THAT ALL STATEMENTS MADE ABOVE ARE TRUE:

Signature: _____ Date: _____

Print Name and Title: _____

Street Address: _____

Email Address: _____

Agent Name:

Street Address: _____

Email Address: _____

TIPS TO HELP PREPARE FOR THE PROPERTY INSPECTION

- Utility accounts must be current, and 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.
- 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 and 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.
- The inspector will check for general safety about such things as sturdiness of railings, condition of decks, loose doors, shutters, sagging gutters, decayed porches and steps, etc.

New Jersey Fire Code mandates the following when selling or renting your home:

1. All Smoke detectors are required to be a 10-year sealed battery and should be in the following locations:
 - a. 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.
2. 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.
 - a. Combination smoke and Carbon Monoxide detectors are acceptable. If combo, follow smoke detector regulations.
3. A fire extinguisher should be readily available in the kitchen. (ABC type no larger than a 10-pound rated extinguisher).
4. If the property is connected to a central station police or fire alarm system, a certificate will be required from the service provider.