

Updated 03/01/2022

**For a SALE of property in Cliffside Park you need:**

FIRE PREVENTION (201)313-2062

**STEP 1-** Apply for a CCO (Certificate of Continued Occupancy) in the Fire Prevention Bureau:

*NEW\* Must have buyers phone number or CCO paperwork will be considered incomplete*

**An Application fee applies & a check made payable to “Borough of Cliffside Park” is due the day you bring the application in:**

|                                |                                   |
|--------------------------------|-----------------------------------|
| 1 or 2 family dwelling \$50.00 | Multiple Family Dwelling \$100.00 |
| Commercial Building \$100.00   | Condo/Co-Op \$50.00               |

*If you are selling a 1 or 2 family dwelling, multiple family or commercial property you will need a survey of the property or we will not be able to issue you a CCO as per borough ordinance.*

**STEP 2-** Set up an inspection in the Fire Prevention Bureau

**\$75.00 Inspection Fee**

*(Selling a building with more than 3 units there is a higher fee)*

**Checks payable to: “Cliffside Park Fire Prevention”**

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**All fees must be paid before inspection can be made.**

**Requirements:**

**ALL SMOKE DETECTORS MUST BE 10 YEAR SEALED BATTERY**

**OR**

**HARD-WIRED SMOKE DETECTORS MUST BE UNDER 10 YEARS OLD**

**1 & 2 Family Dwellings:**

Smoke & Carbon Detectors on each level within 10 feet of each bedroom (Common Hallway)  
Fire Extinguisher mounted (under 10 Pounds) in the Kitchen

**Multiple Families/High-Rises:**

Smoke & Carbon Monoxide Detectors by bedrooms (in common hallway)  
**NO FIRE EXTINGUISHERS IN MULTIPLE DWELLINGS/HIGH RISES**

**CCO INSPECTIONS MUST BE MADE AT LEAST A WEEK IN ADVANCE FROM CLOSING OR MOVE IN DATE**

**Inspections are Tuesdays & Thursday's ONLY from 10AM-12PM OR 1PM-3PM**

**2 HOUR TIME FRAME, NO EXACT TIME CAN BE GIVEN**

**There is NO PAPERWORK for Fire Prevention, this is the only form you need to fill out. ONLY one inspector goes out for the inspection and you will receive all your CCO paperwork at the conclusion of your inspection.**

**The Cliffside Park Building Department & Fire Prevention Bureau is located in the same office 2<sup>nd</sup> floor across from the Police Department. The Fire Prevention Bureau handles all CCO documents.**

**Cliffside Park Municipal Complex  
525 Palisade Avenue  
Cliffside Park, NJ 07010**

**Payments-**

**Cash/Check (personal is fine)/Money Order  
No Credit Cards Accepted**

**If paying by cash it must be exact.**

***Please keep this page and the first page for your records.***

## **CERTIFICATE OF CONTINUED OCCUPANCY**

**Please PRINT! Do not write in script.**

CLOSING DATE: \_\_\_\_\_  
APPLICATION DATE: \_\_\_\_\_ C.C.O. # \_\_\_\_\_

LOCATION OF INSPECTION: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

CURRENT OWNERS NAME: \_\_\_\_\_

CURRENT OWNERS PHONE NUMBER: \_\_\_\_\_

CURRENT OWNERS ADDRESS: \_\_\_\_\_

BUYERS NAME: \_\_\_\_\_

BUYERS PHONE NUMBER: \_\_\_\_\_

WILL BUYER BE LIVING AT NEW ADDRESS: ( ) YES ( ) NO

IF NOT, BUYERS ADDRESS: \_\_\_\_\_

- ( ) ONE FAMILY \$50.00                      ( ) TWO FAMILY \$50.00  
( ) MULTI-FAMILY \$100.00              ( ) CONDO UNIT/ CO-OP \$50.00  
( ) BUSINESS/ COMMERCIAL \$100.00

Basement cannot be used as a dwelling unit, **ONLY** as recreation and family room.

Use of this property may continue to be used as checked above and is permitted in the zone in which the property is located.

Per Ordinance: 11-1.4 (d)

Note: A survey of house and commercial must be submitted with the exception of a condominium.

***All sections must be completely filled out along with a survey to be submitted.***

Phone Number to reach who will be at the inspection: \_\_\_\_\_