

NOTE:
A RESIDENTIAL CERTIFICATE OF CONTINUED
OCCUPANCY (RCCO) IS REQUIRED PRIOR TO
THE RENTAL OR RESALE OF 1-, 2- AND
MULTIPLE-FAMILY DWELLING UNITS.



Code Enforcement Bureau
295 Closter Dock Road
Closter, New Jersey 07624
Phone: (201) 784-0600 ext. 441 ♦ Fax: (201) 784-4711 ♦ Email: construction@closternj.us

Residential

Certificate of Continued Occupancy

(RCCO) Instructions

▶▶▶ FIRE PREVENTION BUREAU REQUIREMENTS ◀◀◀

- 1.) Schedule an inspection with the Fire Marshal (**AVAILABLE SATURDAYS ONLY**);
 - ▶ **PHONE: (201) 768-3698;**
 - ▶ **EMAIL: fireprev@closternj.us;**
 - ▶ **INSPECTION FEE: \$50.00 (PAID AT INSPECTION SITE);**
- 2.) The following items are inspected:
 - ▶ **smoke detectors (1 per floor including basement and 1 within 10' of all bedrooms);**
 - ▶ **carbon monoxide units (1 within 10' of all bedrooms);**
 - ▶ **fire extinguisher:**
 - ▶ **residential use-rated and A:B:C type;**
 - ▶ **cannot exceed 10 lb. rating;**
 - ▶ **located in kitchen area;**

▶▶▶ CODE ENFORCEMENT BUREAU REQUIREMENTS ◀◀◀

- 1.) Submit an RCCO application and fee with the Building Department and complete the following prerequisites:
 - ▶ **certificate issuance by Fire Prevention Bureau;**
 - ▶ **abatement of Zoning and Property Maintenance Violations;**
 - ▶ **closure of open Construction Permits;**
- 2.) Schedule an inspection with the Construction Official (**AVAILABLE FRIDAYS AND SATURDAYS ONLY**);
 - ▶ **PHONE: (201) 784-0600 ext. 441;**
 - ▶ **EMAIL: construction@closternj.us;**
 - ▶ **INSPECTION FEE: \$100.00 FOR (1) DWELLING UNIT (\$40.00 FOR EACH ADDITIONAL UNIT);**
- 3.) The following items are inspected:
 - ▶ **abatement of all hazardous or unsightly buildings, appurtenances and conditions including not limited to Borough sidewalks, private walkways, gutters, downspouts, windows, exterior cladding, wiring, venting, surface water (discharge to/from neighboring properties) and fencing/swimming pool barriers;**
 - ▶ **disconnection/rerouting of sump pumps from Borough's sanitary sewer system;**
 - ▶ **removal of double-key locks on primary access door;**

NOTE:

* CERTIFICATES EXPIRE (180) DAYS AFTER THEIR ISSUANCE DATE IF A TITLE TRANSFER OR LEASE AGREEMENT HAS NOT BEEN EXECUTED.

* APPLICATIONS FOR REALES MUST BE ACCOMPANIED BY AN ADDENDUM INDICATING BOTH EXISTING AND FUTURE TENANCY UPON THE TITLE TRANSFER INCLUDING THE NAMES OF ALL TENANTS AND CONTACT INFORMATION.



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Land Use Type:

- ☐ One-Family
- ☐ Two-Family
- ☐ Multiple-Family / Specify Number of Dwelling Units: _____
(New Jersey Bureau of Housing Inspection Approval Required)

Application Fee:

(1) Dwelling Unit = \$100.00
Each Additional Dwelling Unit = \$40.00

Residential

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(RCCO) Application

Property Address: _____ **Block:** _____ **Lot:** _____ **Zoning District:** _____

Type of Real Estate Transaction: ☐ Change of Ownership (*RESALE*) ☐ Change of Tenancy (*RENTAL*)

► Seller / Landlord:

Name: (*AS APPEARS ON EXISTING DEED*): _____
Address: _____
Phone: _____ Fax: _____ Email: _____

Attorney:

Name: _____
Address: _____
Phone: _____ Fax: _____ Email: _____

Realtor:

Name: _____
Address: _____
Phone: _____ Fax: _____ Email: _____

► Purchaser / Tenant:

Name: (*AS WILL APPEAR ON NEW DEED / LEASE*): _____
Address: _____
Phone: _____ Fax: _____ Email: _____

Attorney:

Name: _____
Address: _____
Phone: _____ Fax: _____ Email: _____

Realtor:

Name: _____
Address: _____
Phone: _____ Fax: _____ Email: _____

SIGNATURE OF SELLER / LANDLORD

DATE

OFFICIAL USE ONLY

CERTIFICATE #: _____ FEE PAID: _____ PAYMENT METHOD: ☐ CASH ☐ CHECK # _____

☐ APPROVED
☐ DENIED

SIGNATURE OF ENFORCING AGENT

DATE