



THE BOROUGH OF DEMAREST

118 SERPENTINE ROAD
DEMAREST, N.J. 07627-2199

(201) 768-0167 Ext. 110
(201) 768-2581 FAX

This process takes approximately 4 to 6 weeks, so allow ample time.
APPLICATION FOR CONTINUED CERTIFICATE OF OCCUPANCY
FOR SINGLE AND MULTI-FAMILY HOMES

Please circle: **Rental** (Requires completed Landlord Registration) or **Resale**

The applicant must make their own arrangements for having all household materials and garbage removed.

Date Received: _____ CCO NO: _____

Name of Seller/Owner: _____ Phone No: _____

Property Location _____

Agents Name & No. _____ Date of Closing _____

House Construction Type (check one) Ranch _____ Two Story _____ Split _____
Bi-Level _____ Contemporary _____ Colonial _____

Number of Kitchens _____ Baths _____ Bedrooms _____ Pool (circle) Y/N

Smoke Detector Location: 2nd Level up _____ 1st Level up _____ Main Floor _____
First Level Down _____ Carbon Monoxide Detector outside bedrooms _____

Name and number of People in Family presently residing at premise:

Name and number of People in Family after sale include telephone no. & address of buyer,
who will be occupying premises.

I (WE) Hereby certify that I (WE) have read this application and thoroughly agree to comply
with the provision of Ordinance# 876 of the Borough of Demarest.

Signature of Seller/ or Power of Attorney

Receipt No. _____
Check No. or Cash _____
Date Received _____
Collected By _____

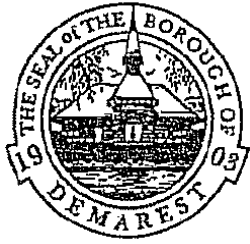
Construction Official _____
Date Signed _____

Real Estate Name _____
Agent _____
Address _____
Phone No _____

Please make check payable to:

The Borough of Demarest (\$115 total)
\$75.00 for Building & \$40.00 for Fire Inspections

Inspection Date & Time Fire _____ Building _____



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Homeowner Check List for Certificate of Continued Occupancy

This is provided to **POSSIBLY** prevent re-inspection.

These are the most frequent violations; there may be other items at your location that are not referenced here.

Smoke Detectors: One ten-year sealed battery-powered detector required on each level, including walk-up attic and basement.

NOTE: If additional bedrooms are in a separate area of home, additional smoke and carbon monoxide detectors are required.

Carbon Monoxide Detectors: At least one ten-year sealed battery-powered detector must be installed in the hallway within 10 feet of each bedroom area.

Fire Extinguisher: Located within 10 feet from kitchen cooking appliance.
2 ½ pound ABC (red canister)

Handrails: **Any & all stairs** with four (4) or more risers must have at least one (1) handrail and either a wall or balusters on both sides (decks, porches, basements, and walk-up attics).

Step Risers: Stairs must be enclosed, absolutely no openings underneath steps.

Bedroom Egress: Bedroom windows must operate properly.

House Number: Numbers should be 4-6 inches and affixed to the front of the house near the front light in a contrasting color.

Hydrant Access: If one is on your property make sure that it is visible and not blocked.

Property Maintenance: Property area to be neat and clean with no excessive debris or overgrown shrubs.

Tip Bracket: Tip bracket must be installed on stove.

ATTENTION

Effective January 1, 2019, anyone utilizing Battery powered smoke alarms for the purpose of obtaining a Certificate of Smoke Alarm, Carbon Monoxide Alarm, and Portable Fire Extinguisher Compliance must utilize **Ten-year sealed battery-powered detectors that shall be listed in accordance with ANSI/UL 217.**

This requirement does not affect hardwired, A/C powered single or multi station devices or low voltage system devices.