

Borough of Westwood

Office of Construction and Zoning

Office 201-664-5900 • 101 Washington Avenue, Westwood, NJ 07652

PM# _____

Open Permits: Yes No

Zoning Certificate of Compliance Smoke, Carbon Monoxide Detection and Fire Extinguishers

SITE ADDRESS: _____ **BLOCK** _____ **LOT** _____ Rental _____
Initial Inspection Date: _____ **FEE:** \$ 100.00-150.00 Date Paid: _____ Check No.: _____ Closing Date **or** Move in date _____
Re-Inspection Date: _____ **FEE:** \$ 50.00 Date Paid: _____ Check No.: _____ / / / /

☐ Single Family ☐ 2 Family ☐ 3 Family ☐ Apartment ☐ Condo Town / House ☐ Business with Apartment ☐

<u>Seller / Landlord</u>		<u>Buyer</u>
Name		
Address		
Phone #		(MUST BE BUYERS #)
Seller Realtor		Phone #
Tenant Unit #1		Tenant Unit #2
Adult / Child		Adult / Child
A C		A C
A C		A C
A C		A C
A C		A C

Inspection Report

Basement			Second Floor			Attic		
On Slab	Walk Out	Stairs	Bedroom(s) #	1	2 3 4	Not Walk-Up Type		
Finished --	No ¼ ½ ¾ 100%		Bathroom(s) #	0 ½ 1 2 3		Finished --	No ¼ ½ ¾ 100%	
Kitchen	Y	N	Smoke Detector	OK	NG	Bedroom(s) #	0 1 2 3 4	
Bedroom(s) #	0 1 2 3 4		C O Detection	OK	NG	Bathroom(s) #	0 ½ 1 2	
Bathroom(s) #	0 ½ 1 2 3		Kitchen (for apartments)	Y	N	Smoke Detector	OK	NG
Boiler / Furnace Flu	OK	NG	Exterior			C O Detection	OK	NG
Hot Water Tank Flu	OK	NG	House Number Visible	Y	N	Garage Present	Yes	No
Smoke Detector	OK	NG	Property Maintenance	OK	NG	Detached # of cars	1 2 3	
C O Detection	OK	NG	Shed – approximate Size			Attached # of cars	1 2 3	
Oil Tank - size	A/G	I/G	Deck – approximate Size			Door Opener Wiring	OK	NG
First Floor			Patio - approximate Size			Alternative Heat		
Bedroom(s) #	0 1 2 3 4		Pool or Landscape pond	A/G	I/G	Fireplace Stove Gas	1 2 3	
Bathroom(s) #	0 ½ 1 2 3 4		Pool Barrier /Gate /Lock	OK	NG	Special Conditions		
Kitchen & Utilities on	Y	N	Sidewalk Repair needed	Yes	No	Monitored Alarm Sys	Yes	No
Smoke Detection	OK	NG	Driveway Repair needed	Yes	No	Fire Extinguisher	Yes	No
C O Detection	OK	NG	Walkways Repair needed	Yes	No	Handrails	OK	NG
Front Door Dead Bolt	OK	NG	Uncommon Violations noted			GFI Outlets	OK	NG
Egress bars and grates	Yes	No				Sump Pump Drainage	OK	NG

NOTES:

Approved	Date	Inspector	Signature
Denied	Date	Inspector	Signature
Temporary CO	Date	Inspector	Signature

Zoning Certificate of Compliance for Sale or Rental (pdf)

INSTRUCTIONS

If you are selling your home, or have a new tenant moving into your rental property, this is the form you need!

Fill out top portion of form only. Bottom portion (Inspection Report) is for office use only.

Please include all info:

Site Address

Closing Date (or move in date if rental)

Seller (or Landlord info if rental), including seller's or Landlord's phone number

Buyer info, **MUST** include buyer's phone number

Seller's Realtor, including phone number

Only fill in Tenant info if it is a rental

PAYMENT* – Please include payment, check or money order payable to “Borough of Westwood”, with your application.

If closing date (move in date for rental) is **OVER** 2 weeks away from date form is being submitted, please pay \$100.00

If closing date (move in date for rental) is **LESS** than 2 weeks away from date form is being submitted, please pay \$150.00

**NOTE: we cannot process your application or schedule the inspection without payment*

Once complete, submit your application, with payment, to the Building Department.

If you have any further questions, please call the Building Department at (201) 664-5900