

Borough of Woodcliff Lake

188 Pascack Road, Woodcliff Lake NJ 07677

Application – Certificate of Continued Occupancy – Residential

General Ordinance #131-5

FORM MUST BE SUBMITTED NO LESS THAN 20 DAYS PRIOR TO CLOSING DATE**A Certificate of Occupancy shall expire ninety (90) days from issuance**

Building Department: 201-391-4977 ext. 209/210

Property Address: _____

Block: _____ Lot: _____ Closing Date: _____

Single Family (\$100): _____ Two-Family (\$150): _____ Other: _____

Name (Owner/Seller): _____

Address (Current): _____

Best Contact #: _____ Email: _____

Seller Attorney Name: _____

Attorney's Address: _____

Attorney Phone #: _____ Email: _____

Buyer Attorney Name: _____

Attorney's Address: _____

Attorney Phone #: _____ Email: _____

- ❖ You will be contacted by the Construction/Zoning Official at the contact number provided above. A re-inspection will take place, if needed, for a \$50.00 fee.
- ❖ Please contact the Building Department to confirm all construction permits have been closed out prior to your scheduled inspection.
- ❖ Legible house numbers are also required. Please make sure that these numbers are clearly visible from the street, prior to your inspection.
- ❖ Verify Sump Pumps are not piped into the sanitary sewer system and are discharged properly.
- ❖ Verify that Boilers, Hot Water Heaters and Water Softeners obtained required permits.
- ❖ Dead Bolts on the front door must be keyless on the interior side of the door.
- ❖ Public sidewalks & aprons will be required to be replaced if damaged or uneven (permit required).

SELLER'S SIGNATURE: _____

FOR OFFICE USE ONLY

Application Date: _____ Fees: _____ Check # _____ Cash: _____

Distribution: Construction/Zoning (Original), Assessor, Collector, DPW, Police

REQUIREMENTS FOR SMOKE DETECTOR, CARBON MONOXIDE DETECTOR AND FIRE EXTINGUISHER

- Smoke detectors are located on every level of the residence, including the basement
- Smoke detectors and Carbon Monoxide detectors are located within 10 feet of all sleeping areas
- All Smoke Detectors and Carbon Monoxide Detectors are in working order
- All Smoke Detectors must be UL approved and have a 10 year sealed battery
 - AC powered single or multiple station or multiple station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery powered smoke alarms (Jan 2019, NJAC 5:70-4.19)
- All Carbon Monoxide Detectors with a manufacture date greater than 5 years must be replaced
- One 2A:10B:C rated fire extinguisher weighing less than ten (10) pounds should be located within 10 feet of the kitchen
 - The bracket supplied by the manufacturer with the fire extinguisher must be used
 - The extinguisher must be near a path of egress, accessible and visible
 - The extinguisher must be installed with the operating instructions clearly visible during inspection and left for the new occupant
- The extinguisher should be serviced and tagged by certified Division of Fire Safety contractor within the past 12 months, or the seller must have a receipt for a recently purchased extinguisher
- See attached diagram for location instructions