

## **Continued Certificate of Occupancy**

The borough has adopted requirements for continued Certificates of Occupancy. [Click here ...](#) In order to comply with this CCO requirement an application must be picked up at the Building office in the borough hall. For your convenience a sample of this application has been provided.. [Click Here...](#) Along with this application the Fire Prevention Bureau also has an application for Smoke detectors and fire extinguishers that must be completed again this application is available at the building office. [Click Here.](#) After all application are completed and submitted an inspection appointment will be made. During this inspection the building official will inspect various items , a check list the inspector will use has been provide for you as so you can do a pre inspection, again this is only a check list not all items may apply to your specific home. [Click here...](#)This is only for Building part of the inspection contact the Fire prevention Bureau to schedule that appointment. [Click here..](#)

In the event that you are going to demolish , renovate ,or the purchase is a foreclosure and you cannot comply with the requirements prior to purchase we have provided an Exemption certificate that cover both the Building Office and the fire Prevention bureau...[Click here...](#)

Occupancy is not allowed until either a CCO is conducted or finals have been issued.

Some common CCO issues:

Permits or violations are still outstanding or open

Structure is not maintained to the code as of when it was built

Work was done without permits, some examples of:

Water heaters

Boilers/Furnaces

A/C Unit replacements

Water softeners

Basements finished

Kitchen / bathrooms renovated

Generators / Hot tubs / Spas

Converted garages /Sheds

Illegal Bed rooms in basements / attics

**Borough of Upper Saddle River**  
**Application for Certificate of Continued Occupancy / Resale, Rental**

Telephone: 201-934-3970      Fax: 201-934-9146

Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qualifier: \_\_\_\_\_ CCO #: \_\_\_\_\_  
 Single Family    Multi Family    Apartment    Change of Use    Other: \_\_\_\_\_

Seller / Owner

Buyer/ Renter

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Realtor: \_\_\_\_\_

Realtor: \_\_\_\_\_

Realtor Telephone #: \_\_\_\_\_

Realtor Telephone #: \_\_\_\_\_

Attorney: \_\_\_\_\_

Attorney: \_\_\_\_\_

Attorney Telephone #: \_\_\_\_\_

Attorney Telephone #: \_\_\_\_\_

Will Buyer Occupy?    Yes    No

Anticipated Closing Date: \_\_\_\_\_

**\*\* Must allow 10 working days for Inspection\*\***

Contact name & phone number for inspection: \_\_\_\_\_

I \_\_\_\_\_ (Owner/Agent) hereby grant the Borough of Upper Saddle River permission to inspect the premises listed above for compliance of all building and zoning codes in accordance with Borough Ordinance # 12-08.

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date

Inspection Fee:   \$100.00

Re-Inspection Fee:   \$50.00

Check #: \_\_\_\_\_   Date: \_\_\_\_\_   Amount Paid: \_\_\_\_\_

**\*\*\*NOTE\*\*\* Failure to keep this appointment will be considered first inspection.**

(Borough Use Only)

**CERTIFICATE OF COMPLIANCE**

Date Approved: \_\_\_\_\_ Inspector: \_\_\_\_\_  
(Zoning or Construction Official)

This visual inspection has found no apparent hazards or conditions that may affect the health, safety or welfare of the occupants. The buyer / occupant assume the responsibility to conform to all regulations pertaining to this property. Additionally, any construction, demolition or alteration requires prior approval and permits as regulated by the Uniform Construction Code and local Borough Zoning Codes. The Borough of Upper Saddle River is not responsible for hidden and unknown conditions at this location.

Applicants Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Certificate will be Valid for one year from Date of Issuance

White - Owner / Agent Copy   Green - File Copy   Yellow - Tax Assessor Copy   Pink - Fire Prevention Copy   Gold - Payment Receipt Copy

**Borough of Upper Saddle River**  
**CCO / Resale, Rental Inspection Check list**

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qualifier: \_\_\_\_\_ CCO #: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

Address: \_\_\_\_\_ Sellers Name: \_\_\_\_\_

Person Present at Inspection: \_\_\_\_\_

All outstanding Building, Soil, Health and other Permits and Violations MUST be closed prior to inspection.

<b>Exterior</b>			Other/Comments: _____			Fireplace Insert		
Driveway	P	F	_____			Stairs / Railing	P	F
Walkway	P	F	_____			LR / DR / Den / Office / Family room	_____	
House #	P	F	<b>Interior</b>			Other rooms	_____	
Lawn/Property Maintenance	P	F	<b>Basement:</b>			Other/Comments: _____	_____	
Oil Tank	P	F	Boiler/Furnace	P	F	_____		
Building Exterior Condition	P	F	Flue	P	F	_____		
Type: _____			Water Heater # _____	P	F	_____		
Deck	P	F	Flue	P	F	_____		
Patio	P	F	Oil Tank	P	F	<b>Garage:</b>		
Front Stairs / Hand Rail	P	F	Sump Pump Drain	P	F	Attached / Detached	P	F
Rear Stairs / Hand Rail	P	F	Central Vacuum	P	F	Door Openers	P	F
Railing	P	F	Stairs / Hand Rail	Y	N	GFI's	P	F
Accessory Structure	Y	N	Railing	Y	N	Other/Comments: _____	_____	
Condition	P	F	Finished / Unfinished _____ %	Y	N	_____		
Within Set-Back Req.	Y	N	Laundry	Y	N	<b>Second Floor:</b>		
Shed	P	F	Dryer Vent	P	F	# of Bedrooms _____ Egress	P	F
Electric Service	P	F	Kitchen	Y	N	# of Bathrooms _____		
Gas	P	F	# of Bathrooms _____			Laundry / Dryer Vent	P	F
Well	Y	N	# of Bedrooms _____ Egress	Y	N	Other/Comments: _____	_____	
City Water	Y	N	Other/Comments: _____	_____			_____	
Central A/C # Units _____	P	F	_____			<b>Attic:</b>		
Pool A/G or I/G	P	F	<b>First Floor:</b>			Living Area	Y	N
Fence - Type	Y	N	Dead Bolt Front/Rear Door Keyless	P	F	Storage	Y	N
Gates	P	F	# of Bedrooms _____			General Condition	P	F
Lawn Sprinklers	Y	N	# of Bathrooms _____			Flooring	P	F
Rain Sensor	Y	N	Kitchen & Bathroom GFI's	P	F	Bedrooms	P	F
Piers/Rocks/Mailbox in			# of Fireplaces _____	Y	N	Other/Comments: _____	_____	
Front set back	Y	N	Wood or Gas	Y	N	_____		
Drainage into Street	Y	N	Wood with gas igniter	Y	N	_____		
						_____		

**Fire Prevention inspection completed:** Copy of form attached

**General Information:** Central Burglar and Fire Alarm: Y / N \*\*\*If yes, new owner provided with form to update police records.\*\*\*

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Re-Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_ Received By: \_\_\_\_\_