

BOROUGH OF POMPTON LAKES

25 Lenox Avenue,
Pompton Lakes, NJ 07442
973-835-0143 Ext. 223

Fees:

Residential C.C.O.: \$90.00

**Additional follow-up
inspections: \$25.00**

Check payable to:
Borough of Pompton Lakes

APPLICATION FOR CERTIFICATE OF CONTINUED OCCUPANCY

RESIDENTIAL ORD. 91-30

DATE: _____

RESALE: _____ RENTAL: _____

BLOCK: _____ LOT: _____

RESIDENTIAL PROPERTY/RENTALS

NAME OF OWNER: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

PROPERTY LOCATION: _____

IF APPLICABLE, NEW OWNERS NAME: _____

CONTACT NAME/AGENT: _____

PHONE NUMBER: _____

IF RENTAL, PROVIDE A LIST OF ALL TENANTS NAMES:

BUILDING TYPE – PLEASE CHECK ONE

SINGLE FAMILY _____ TWO FAMILY _____ CONDO/TOWNHOUSE _____

MULTIFAMILY _____ OTHER _____

Signature of Owner or Agent

****ALLOW A MINIMUM OF 5 BUSINESS DAYS FOR PROCESSING****

Residential C.C.O.

ORD. 91-30

Please note the following is a schedule for obtaining a C.C.O. This Inspection is required for the RESALE OR RENTAL of a dwelling unit in the Borough of Pompton Lakes. Prior to the scheduling of an inspection, this office must have a completed application with the appropriate fee. The bottom of the page indicates the items checked during the inspection.

C.C.O. inspections will be done on Tuesday through Friday between the hours of 3:30 to 5:30 pm. **Someone 18 years of age OR older must be present** at the location during the inspection. Please allow 5 business days for processing and inspections.

Re-inspections should be scheduled as soon as the required work and/or corrections are completed.

19-3.7 Fees. [1983 Code § 84-7]

A. A fee of \$90.00 shall accompany each application for a certificate for residential premises.

B. The Construction Official may waive an application fee if a certificate has been issued for the premises within 90 days of the date of the application. An applicant shall be entitled to one follow-up inspection at no charge. The fee for additional follow-up inspections shall be \$25 per inspection.

1. **PRESSURE BLOW-OFF:** Located at the top of the Water Heater and Boiler, must extend downward to 6 inches above the floor.
2. **STAIRWAY HANDRAILS:** Grip sized handrails are required on steps with 3 or more risers. [No open stairways]. Guardrails on porches and landings higher than 30 inches above grade are required, minimum of 36 inches in height with maximum 4 inches between balusters.
3. **HOUSE NUMBERS:** All homes must have visible house numbers. Numbers must be located on house not doors.
4. **CHIMNEY CONNECTION:** The connection from the water heater, furnace, boiler or stove to the chimney must be secure, firm and sealed around the chimney opening.
5. **ELECTRIC WIRES:** No loose electric wires, unprotected, or uncovered boxes are permitted..
6. **SIDEWALKS:** Sidewalks must be maintained by Homeowner and comply with Borough Code.

FIRE PREVENTION BUREAU

Smoke Detector / Carbon Monoxide / Fire Extinguisher
for CO Inspections that are required prior to RESALE OR RENTAL.

Please contact Fire Prevention Bureau: John Keating
Pompton Lakes Fire Department

1 Passaic Avenue,

Pompton Lakes, NJ 07442

jkeating@pomptonlakes-nj.gov

(973) 616-5918.