



**THE CITY OF EAST ORANGE  
DEPARTMENT OF CODE ENFORCEMENT**

44 CITY HALL PLAZA  
EAST ORANGE, NEW JERSEY 07018

**TED R. GREEN**  
MAYOR

Hassan Mateen  
Director

Telephone: (973) 266-5320  
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**DIVISION OF HOUSING & INSPECTIONS**

**APPLICATION FOR CERTIFICATE OF CONFORMITY \* RESIDENTIAL/COMMERCIAL**

**BUILDING DIVISION USE**

**Building Division must verify that there are NO OPEN PERMITS and NO ELEVATOR VIOLATIONS.**

**Open Permits:** [ ] Yes [ ] NO

**Elevator Violations:** [ ] Yes [ ] NO

**Researched by** \_\_\_\_\_ **Date** \_\_\_\_\_

*NO P.O. BOXES ACCEPTED. PLEASE PRINT! / APPLICATION UPDATED AUGUST 10, 2022*

**CURRENT OWNER/SELLER:** \_\_\_\_\_

*If LLC, Managing Member name required:*

**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE:** Day ( ) \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_ [ ] Residential [ ] Commercial

**BLOCK:** \_\_\_\_\_ **LOT:** \_\_\_\_\_ **QUALIFIER** \_\_\_\_\_ **Is the property currently vacant?** [ ] Yes [ ] NO

**Number of Dwelling Units:** Residential \_\_\_\_\_ Commercial \_\_\_\_\_

**Square Footage of building (If commercial)** \_\_\_\_\_ **# of Garages:** \_\_\_\_\_

**Was this property purchased at an auction?** [ ] Yes [ ] NO **Elevator at the subject property?** [ ] Yes [ ] NO

**SELLER'S ATTORNEY OR REALTOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE:** ( ) \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PROSPECTIVE OWNER/BUYER:** \_\_\_\_\_

*If LLC, Managing Member name required:*

**ADDRESS:** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE:** ( ) \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**BUYER'S ATTORNEY OR REALTOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE:** ( ) \_\_\_\_\_ **EMAIL:** \_\_\_\_\_



**CONTACT AND ACKNOWLEDGMENTS:**

NAME: \_\_\_\_\_ AFFILIATION: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

APPLICATION PAID FOR BY: [ ☐ ] Seller [ ☐ ] Buyer

***By submitting this application, the applicant and/or contact affirms that the property's water system is connected to the public water supply system of the City of East Orange via a water meter from the East Orange Water Commission. If you cannot affirm the aforementioned, you must state the reason why via a separate written statement.***

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\* FEES MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER \***

This form must be completed in its entirety. At the time of inspection, all utilities must be operational.  
All inspections must be completed fifteen (15) working days prior to the closing date.

**IMPORTANT INFORMATION REGARDING INSPECTION FEES**

**Effective July 1, 2026:** Ordinance 19: Chapter 159-52. Amended to revise fees for inspections, re-inspections, and subsequent inspections.

**1 & 2 Family Dwelling Unit Fees**

|                                     |           |
|-------------------------------------|-----------|
| First re-inspection                 | No charge |
| Second re-inspection                | \$ 100 *  |
| Third and subsequent re-inspections | \$ 150 *  |

\* Fees subject to change based upon number of dwelling units.

Visit [WWW.EASTORANGE-NJ.GOV](http://WWW.EASTORANGE-NJ.GOV) – Department of Code Enforcement page for more information.

**\*\*\*\* FOR OFFICE USE ONLY \*\*\*\***

| Reference No. | Date        | Initials  | Fee                                                                                 |
|---------------|-------------|-----------|-------------------------------------------------------------------------------------|
|               |             |           | <div>Receipt No. _____ Date _____</div>                                             |
|               |             |           | PAID FOR BY: [ <input type="checkbox"/> ] Seller [ <input type="checkbox"/> ] Buyer |
| Date Assigned | Interviewer | Inspector |                                                                                     |

**INSPECTOR OR SUPERVISOR NOTES:****July 7, 2026**