



The City of Orange Township, New Jersey
Department of Planning & Economic Development
Code Enforcement Division

Application for Certificate of Habitability

(for sales and transfers of title)

A FULLY-EXECUTED SALES CONTRACT MUST BE SUBMITTED WITH THIS APPLICATION

Fee Schedule

Units	Initial Inspection	First Re-Inspection	Second Re-Inspection
1	\$ 200.00	N/A	\$ 100.00
2	\$ 300.00	N/A	\$ 200.00
3	\$ 400.00	N/A	\$ 300.00
4	\$ 500.00	N/A	\$ 400.00
5	\$ 600.00	N/A	\$ 500.00
6-9	\$ 1,000.00	N/A	\$ 900.00
10-14	\$ 1,500.00	N/A	\$ 1,400.00
15-19	\$ 2,000.00	N/A	\$ 1,900.00
20+	\$ 2,500.00	N/A	\$ 2,400.00

CERTIFIED CHECKS OR MONEY ORDERS ONLY – PAYABLE TO "CITY OF ORANGE TOWNSHIP"

Property/Transaction Information

Block	Lot	Qualifier	Address	Est. Closing Date
Seller Name				
Seller Address (Street, City, State, ZIP)				
Seller Telephone			Seller E-Mail	
Buyer Name				
Buyer Address (Street, City, State, ZIP)				
Buyer Telephone			Buyer E-Mail	

NOTE: If applying for a temporary Certificate of Habitability to sell or transfer the subject property as-is, a letter from the buyer's attorney, acknowledging all permit requirements and occupancy restrictions, must be submitted (sample provided).

FOR OFFICE USE

Date Received	By	Payment Amount	Inspector Assigned	Inspection Date
Notes				

Return to: City of Orange Township
Code Enforcement Division
29 North Day Street, Room 305
Orange, New Jersey 07050

SAMPLE BUYER'S ATTORNEY LETTER

[Date of Letter]

City of Orange Township
Code Enforcement Division
29 North Day Street, Room 305
Orange, New Jersey 07050

Property Address: [Street]; [Block]; [Lot]
Orange, New Jersey, 07050

Buyer Information: [Name]
 [Current Address]
 [Current City, State, ZIP]

To Whom It May Concern:

This office represents above-named buyer ("Buyer") in the purchase of above referenced property ("Property"). We anticipate Closing of Title on this property to take place on or about [Closing Date], following which, the Buyer will become the new owner.

The Property is currently vacant and uninhabitable. To that end, the Buyer understands and agrees that it is necessary to obtain building, plumbing and/or electrical permits for all renovations intended for this property PRIOR to beginning any renovation or construction work. The Buyer further understands that the Property must remain unoccupied until a Certificate of Habitability inspection is conducted by the Code Enforcement Division and a permanent Certificate of Habitability is granted.

Based upon the foregoing, the Buyer hereby requests a Temporary Certificate of Occupancy.

Very truly yours,

[Attorney Signature]

Acknowledged:

[Buyer Signature]

CERTIFICATE OF HABITABILITY APPLICATION INSTRUCTIONS

(for residential properties)

1. Is this a townhouse or condo?
 - a. If so, STOP and submit a Certificate of Occupancy application to the Building Division.
 - b. If not, continue to Step 2 below.
2. Inquire with Building Division to determine whether the property has any open building permits.

NOTE: All permits must be closed prior to issuance of a permanent Certificate of Habitability.
3. Complete all property/transaction information on application for Certificate of Habitability.

NOTE: If the buyer is a corporation, LLC or partnership, then organization/formation/registration documents, with responsible shareholder/member/partner's information, must be provided, along with a copy of that shareholder/member/partner's driver license or government-issued photograph identification.
4. Attach a copy of the sales contract or deed with to the application.
5. Include a certified check or money order payable to the "City of Orange Township" for the applicable fee.
6. If the property is vacant or in need of major renovation, include an letter from the buyer's attorney (signed by the buyer) describing the buyer's intentions for the property once purchased (sample letter is included).
7. Contact Orange Fire Department to schedule a Fire Certificate inspection for the property.