



Department of Property Maintenance – Building Division  
**Application for Certificate of CONTINUED OCCUPANCY**

Permit # \_\_\_\_\_  
 Date Issued: \_\_\_\_\_  
 -or-  
 Control # \_\_\_\_\_  
 Certificate Application Received: \_\_\_\_\_  
 Certificate Issued: \_\_\_\_\_

**IDENTIFICATION**

Work Site Location: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qualification Code \_\_\_\_\_  
 \_\_\_\_\_ Tenant: \_\_\_\_\_  
 Owner in Fee: \_\_\_\_\_ Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_  
 Phone: \_\_\_\_\_ License No. \_\_\_\_\_  
 Federal Employee No. \_\_\_\_\_

**ACTION**

- Certificate of Occupancy                       Certificate of Continued Occupancy  
 Lead Hazard Abatement Certificate of Clearance  
 Temporary Certificate of Occupancy

USE GROUP \_\_\_\_\_ PREVIOUS \_\_\_\_\_ CURRENT \_\_\_\_\_

**FINAL COST OF CONSTRUCTION:** \$ \_\_\_\_\_  
 (Include value of any new structure, all on-site improvements, built-in furnishings and fixtures and all integral equipment exclusive of process or manufacturing equipment).

Describe below any substantive deviation in dimension, layout or appearance of the building or structure from the released plans and specifications filed with the constructions permit application. Please note, a set of amended drawings may be required.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If you are requesting a Temporary Certificate of Occupancy, please explain why in the space below:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Description of Work/Use:**

\_\_\_\_\_  
 \_\_\_\_\_

I hereby attest that to the best of my knowledge, the completed project meets the conditions of the construction permit and all prior approvals, and all work has been completed substantially in accordance with the code and with those portions of the plans and specifications controlled by the code, with any substantial deviations noted. Incomplete items listed on a Temporary Certificate of Occupancy will be completed by the date of the Certificate.

SIGNED: \_\_\_\_\_ [ ] Owner [ ] Agent

A Certificate of Occupancy is normally issued only after the completion of new construction or a change in use from the original use of the property.

A Certificate of Occupancy is issued after major renovations on an abandoned property or property that has been vacant for at least six (6) months and intends to be occupied, change of ownership or tenancy in business uses, and reclassification of residential dwellings (i.e. property has been used for 2/3 family for at least 15 years, but a Certificate was never obtained).

You are required to call the following for inspections and obtain their signatures once they have inspected the premises:

<b>BUILDING INSPECTOR:</b> _____ 973-266-5165	Date of Approval: _____ Remarks: _____
<b>ELECTRICAL INSPECTOR:</b> _____ 973-266-5165	Date of Approval: _____ Remarks: _____
<b>PLUMBING INSPECTOR:</b> _____ 973-266-5165	Date of Approval: _____ Remarks: _____
<b>FIRE INSPECTOR:</b> _____ 973-266-5165	Date of Approval: _____ Remarks: _____
<b>*HEALTH OFFICER</b> _____ 973-266-5109	Date of Approval: _____ Remarks: _____

\*Mandatory for all establishments that sell food.

It is also important that you speak with the Zoning Officer to get prior approval before calling for your inspections.