

Borough of Englewood Cliffs
Building Department
482 Hudson Terrace Englewood Cliffs, NJ 07632
P-201-568-9262 F-201-227-7775

Application for Certificate of Continued Occupancy Commercial Sale

Property Address: _____
Block: _____ Lot: _____ Year Built: _____ Owner Occupied Y or N

Owner Name: _____
Address: _____
Phone: _____ Cell Phone: _____
Email: _____

Sold To: _____
Address: _____
Phone: _____ Cell Phone: _____
Email: _____

Real Estate Company: _____
Agent Name: _____
Business Address: _____

Agent Business Phone: _____ Cell Phone: _____
Agent Email: _____

Requirements:

1. **Submit a check payable to the Borough of Englewood Cliffs for \$150.00. Inspections that fail are subject to an additional re-inspection fee of \$125.00.**
2. **Request for a CCO received fewer than 4 business days prior to the closing a \$150.00 expedited fee will be charged.**
3. **Submit name and telephone number of the contact person responsible for meeting the inspector.**
4. **Where applicable; Unit doors that open to a corridor shall be self closing and self latching.**
5. **No Certificate of Continued Occupancy will be issued prior to closing without closing of all building permits, paying of all taxes, penalties, and or fees due to the Borough of Englewood Cliffs.**

I have read the requirements and completed all forms properly for obtaining a Continued Certificate of Occupancy and fully understand and agree to comply with all requirements.

Signature of Applicant

Telephone Number

Printed Name of Applicant

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PROPERTY MAINTENANCE CODE SECTION 10-7.2e

When you sell your property, your application for Continued Certificate of Occupancy should be made at least **two weeks** prior to your closings. Please be advised that complaint with our Property Maintenance Code Section 10-7.2e, “no Certificate of Occupancy shall be issued for any building unless it complies with the provisions of the ordinance” regarding address:

A house or building number shall be:

1. In Arabic numerals or letters.
2. A minimum height of three inches unless the house or building is more than 50ft from the curb, then the letters must be six inches and clearly visible from the street of which the property fronts without obstructions.
3. Of a contrasting color to the background and arranged so as to be clearly visible day and night.
4. If the house or building is set back from the street in a location that the provisions of the ordinance cannot be complied with, then the owner/occupant must provide a post, rod or other type of fixture with the number affixed thereon conspicuously and visible from the street on which the property fronts.

Our community, keeping with safety and high standards, appreciates your cooperation.

If there are any questions or to acquire a copy of the Property Maintenance Ordinance, you may contact this department at the above number Monday through Friday between 9am – 4pm.

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SUMP PUMP/STORM DRAINS

I, _____ of full age, being duly sworn according to law propose and say:

1. I am one of the property owner of premises situated at _____
2. I have been advised by the Construction Official of the Borough of Englewood Cliffs, that it is illegal to have any sump pumps, storm drains or any other devises connected to the sewer line.
3. I hereby affirm there are no such connections to my knowledge on said premises.

Owner/Agent

Sworn to and subscribed before me

___ Day of _____, _____

Notary Public of the State of New Jersey