

TOWN OF SECAUCUS
Construction Department
Municipal Government Center
1203 Paterson Plank Road, 4th Floor
Secaucus, New Jersey 07094
TEL: 201-330-2027
FAX: 201-974-1387



**APPLICATION FOR
CERTIFICATE OF CONTINUED OCCUPANCY
(RESIDENTIAL AND MIXED USES)**

*****ALL INFORMATION MUST BE FILLED OUT COMPLETELY AND LEGIBLY:**

DATE: _____

PROPERTY ADDRESS: _____

ONE FAMILY TWO FAMILY TOWNHOUSE CONDOMINIUM
 MIXED USE _____ (#) of commercial units and _____ (#) of residential units.

CURRENT PROPERTY OWNER FULL NAME: _____

PROPERTY OWNER ADDRESS: _____

CITY, STATE AND ZIP CODE: _____



PHONE #: _____ EMAIL: _____

WAS THE BUILDING/STRUCTURE BUILT BEFORE 1978? NO YES

WAS THE BUILDING/STRUCTURE RENOVATED? NO YES If yes, year(s) _____

*Under State law, certain residential structures require a lead-based paint inspection. An additional \$50 fee may be assessed if needed.

Please indicate type of CCO Application and complete applicable section below:

 Sale of Property	 New Tenant/Occupant
NEW BUYER FULL NAME: _____	TENANT FULL NAME: _____
CURRENT ADDRESS: _____	ADDRESS/UNIT #: _____
E-MAIL: _____ PHONE #: _____	E-MAIL: _____ PHONE #: _____
If applicable, REALTOR NAME AND CONTACT #: _____	If applicable, REALTOR NAME AND CONTACT #: _____
CLOSING DATE: _____	

I certify that the foregoing information provided by me is true and correct. I am aware that if any of the foregoing information is willfully false, I may be subject to punishment. The property owner further consents to the inspection of the property, and is responsible for access to the property at the time of the scheduled appointment.

APPLICANT'S SIGNATURE: _____

PRINT NAME AND CONTACT #: _____

FEE SCHEDULE FOR CCO INSPECTIONS:

ONE FAMILY - \$100 OR UNIT THREE FAMILY - \$145 OR UNIT
 TWO FAMILY - \$125 OR UNIT FOUR FAMILY - \$160 OR UNIT
 Additional: \$160 plus \$10 extra per unit for five families and above

EXPEDITED INSPECTION FEE (request for inspection to be completed in less than 10 days): Additional \$50

IF 3 SCHEDULED INSPECTIONS ARE FAILED OR MISSED: each additional inspection \$37

FEE FOR LEAD BASED PAINT INSPECTION (if needed): \$50

EXPEDITED INSPECTION FEE (request for inspection to be completed in less than 10 days): Additional \$30

IF 3 SCHEDULED INSPECTIONS ARE FAILED OR MISSED: each additional inspection \$30

PLEASE NOTE: SEPARATE CHECKS OR MONEY ORDERS WILL BE NEEDED FOR EACH INSPECTION REQUIRED. CHECKS CAN BE MADE PAYABLE TO THE TOWN OF SECAUCUS. PLEASE NOTE THE PROPERTY ADDRESS IN THE MEMO LINE. ALL FEES ARE NON-REFUNDABLE.

INTERNAL USE ONLY: DO NOT WRITE BELOW THIS LINE

NOTES:				
Inspections Needed: <input type="checkbox"/> CCO <input type="checkbox"/> Lead Based Paint Inspection <input type="checkbox"/> Expedited Basis				
Total Fee Due:	Date of Payment:	Amount Received:	Payment Method:	Staff Member Accepting Payment:
			<input type="checkbox"/> CHECK # _____ # _____ <input type="checkbox"/> MONEY ORDER	