



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

TEL: 201-330-2027

FAX: 201-974-1387

PRINT CLEARLY

DATE: _____ CCO# _____

OWNER FULL NAME: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

NEW BUYER FULL NAME: _____

TENANT FULL NAME: _____

REAL ESTATE NAME: _____

ADDRESS OF PROPERTY: _____

ONE FAMILY: _____
TWO FAMILY: _____

CONDOMINIUM: _____
TOWNHOUSE: _____

APPLICANT'S SIGNATURE: _____

CLOSING DATE: _____

CONTACT PHONE #: _____

CHECK# _____ AMOUNT _____

FEE SCHEDULE

ONE FAMILY - \$100 OR UNIT
TWO FAMILY - \$125 OR UNIT

THREE FAMILY - \$145 OR UNIT
FOUR FAMILY - \$160 OR UNIT

and \$160 plus \$10 extra per unit for five families and above or unit



Town of Secaucus

Municipal Government Center
Construction/Building Department
1203 Paterson Plank Road, 4th Floor, Secaucus, NJ 07094
Tel: 201-330-2027 | Fax: 201-974-1387
Town Web: www.secaucusnj.gov

CERTIFICATE OF CONTINUED OCCUPANCY GENERAL INSPECTION LIST

To avoid delays, we recommend scheduling CCO inspections two weeks prior to real estate closing or rental occupancies.

- Any electric/fuel burning appliance (e.g. hot water heater, boiler, furnace, HVAC, etc.) shall be in good working order, be free of obvious safety hazards and have proper finalized permits.
- All open permits must be finalized before a CCO will be issued.
- Hot and cold water in kitchens, bathrooms and laundry areas shall operate properly.
- Hot water heaters and boilers with temperature and/or pressure relief valves, the discharge shall be piped to within 6" of the finished floor and cannot be threaded at the end.
- Main electrical service shall be properly secured to the structure with approved cable or pipe straps.
- Electrical outlets and switches shall have proper cover plates.
- Installed GFCI (Ground Fault Circuit Interrupter) outlets and breakers shall be fully functional.
- Electric junction boxes and exposed wiring shall have proper cover plates.
- Electrical panels shall not have uncovered breaker slots and must be readily accessible.
- The use of extension cords to replace permanent wiring is not permitted.
- Incandescent fixtures with open or partially exposed bulbs are not permitted in clothes closets.
- Handrails are required on all stairways and steps with four or more risers.
- Sump pumps must have sturdy covers over the pit and may not discharge into the sanitary sewer system.
- All rooms used as bedrooms within basements, may need properly sized egress windows.
- The property shall conform with all Town zoning and planning ordinances.

This list is provided to assist you in the inspection process and is not meant to be exhaustive. Additional health and safety issues may be raised by the inspector. The above list is a guide that will assist homeowners in identifying deficiencies so they can make any repairs and/or corrections prior to the inspection.