



Englewood

Code Enforcement

P.O. Box 228 • Englewood, N.J. 07631 • www.cityofenglewood.org

CCO FOR A COMMERCIAL RESALE **APPLICATION FEE - \$250**

Seller-Name _____ Tel: _____

Seller-Email _____

Property Address _____

Block _____ Lot _____ Approximate Sq. Footage _____ Closing Date _____

No. of Businesses in Building _____ No. of Apartments in Building _____ Is There a Fire Alarm Present _____

Buyer-Name _____ Tel: _____

Buyer-**Present** Address _____

Description of New Use or Business _____

Description of Former Use or Business _____

If Applying for a Resale Only-Not to Occupy Cert, Explain Why? _____

***Contact for Inspection** _____

Seller's Agent _____ Tel: _____

Email Address _____

Seller's Attorney _____ Tel: _____

Email Address _____

I hereby certify that I have read this application thoroughly & agree to conform to the provisions of Chapter 159 of the city codes of the City of Englewood.

SIGNATURE OF SELLER, AGENT OR ATTORNEY **PRINT NAME**

OFFICE USE ONLY

File No. _____ Zoning District _____ Zoning _____

Receipt No. _____ Use Group _____ Approved Seating _____

Fee \$ _____ M/O or Check # _____ Date Received _____

Chief Inspector _____ CCO Inspector _____

APPLICATION FEES ARE NON-REFUNDABLE

**PLEASE MAKE CHECK/MONEY ORDER PAYABLE TO
THE CITY OF ENGLEWOOD (CREDIT CARDS ARE NOT ACCEPTED)**

**MAIL CCO APPLICATION & PAYMENT TO
ENGLEWOOD BUILDING DEPARTMENT
P.O. BOX 228 ENGLEWOOD, NJ 07631**

**BEFORE CCO APPLICATIONS ARE ACCEPTED,
ALL OPEN PERMITS MUST PASS ALL FINAL INSPECTIONS**

**THE CCO INSPECTOR WILL CALL TO SCHEDULE AN APPOINTMENT
WITHIN (10) BUSINESS DAYS FROM THE DATE
THE APPLICATION IS RECEIVED**

**THE CERTIFICATE WILL BE EMAILED
(2) BUSINESS DAYS AFTER THE INSPECTIONS PASS**

**RESALE ONLY - THE BUYER MUST SUBMIT A NOTARIZED LETTER STATING
THAT THEY WILL NOT OCCUPY THE PREMISES UNTIL THEY OBTAIN
THE NECESSARY PERMTS & RENOVATIONS ARE COMPLETE & A
CO/CCO IS ISSUED FROM THE CITY OF ENGLEWOOD**

**BANK OWNED PROPERTIES - A COPY OF THE CONTRACT OF SALE OR A
NOTARIZED LETTER FROM THE BANK ON THEIR LETTERHEAD STATING
THAT THEY ARE THE PROPERTY OWNER & THE PROPERTY IS BEING SOLD
TO THE NEW BUYER**

**IF THE BUYER CHANGES (30) DAYS AFTER THE INSPECTION DATE
A NEW CCO APPLICATION & PAYMENT MUST BE SUBMITTED**

**THE BUILDING DEPARTMENT DOES NOT ACCEPT
APPLICATIONS BY FAX OR EMAIL**

**TO RECEIVE A CCO THE ITEMS LISTED BELOW MUST BE COMPLIANT WITH APPLICABLE
STATE LAW AND LOCAL ORDINANCE**

- 1. BUILDING NO. IN CONTRASTING COLORS, (3) INCHES HIGH MUST BE PERMANENTLY
AFFIXED IN THE VICINITY OF THE FRONT DOOR & VISIBLE FROM STREET**
- 2. FIRE EXIT LIGHTS**
- 3. EMERGENCY LIGHTS**
- 4. FIRE ALARM TEST REPORT IF INSTALLED**
- 5. SPRINKLER TEST REPORT IF INSTALLED**
- 6. HANDRAILS FOR (4) OR MORE STAIRS**
- 7. NO HOLES IN WINDOWS, CEILINGS, FLOORS OR WALLS**
- 8. NO BROKEN GLASS**
- 9. WATER HEATER BLOW OFF PIPE WITHIN 6" FROM FLOOR**
- 10. ELECTRIC SERVICE - NO OPEN SPACE IN ELECTRIC BOX ALL HAVE TO BE COVERED**
- 11. FURNACE & BOILER FLUE PIPE IN GOOD WORKING ORDER (NO HOLES)**
- 12. NO MISSING COVERS (WALL SOCKETS, ETC.)**
- 13. NO EXPOSED WIRES**
- 14. FIRE EXTINGUISHER MUST BE SERVICED AND TAGGED**
- 15. WORKING FANS MUST BE INSTALLED IN BATHROOMS WITHOUT WINDOWS**