



# Englewood

Code Enforcement

P.O. Box 228 • Englewood, N.J. 07631 • [www.cityofenglewood.org](http://www.cityofenglewood.org)

## CCO APPLICATION FOR A RESIDENTIAL RESALE

**1 & 2 FAMILY HOUSE/CONDO - \$150**

**3 & 4 FAMILY HOUSE - \$250**

Seller-Name \_\_\_\_\_ Tel: \_\_\_\_\_

Seller-Email \_\_\_\_\_

Property Address \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Closing Date \_\_\_\_\_

No. of Bedrooms \_\_\_\_\_ No. of Bathrooms \_\_\_\_\_ No. of Kitchens \_\_\_\_\_

Buyer-Name \_\_\_\_\_

Buyer-Present Address \_\_\_\_\_

Buyer-Email \_\_\_\_\_ Tel: \_\_\_\_\_

No. of Occupants BEFORE Sale \_\_\_\_\_ No. of Occupants AFTER Sale \_\_\_\_\_

\*If applying for a RESALE ONLY-NOT TO OCCUPY, Explain? \_\_\_\_\_

### 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. \_\_\_\_\_ CCO Inspector \_\_\_\_\_

Receipt No. \_\_\_\_\_ Use Group \_\_\_\_\_ Date Inspected \_\_\_\_\_

Fee \$ \_\_\_\_\_ M/O or Check # \_\_\_\_\_ Received \_\_\_\_\_

Buyer's check must be a bank certified check effective 3/14/2025.

**APPLICATION FEES ARE NON-REFUNDABLE**

**THE CCO APPLICATION IS TO BE COMPLETED BY THE SELLER,  
THE SELLER'S AGENT OR SELLER'S ATTORNEY**

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

**CCO APPLICATIONS & PAYMENT CAN BE MAILED TO THE ENGLEWOOD BUILDING  
DEPARTMENT 2-10 N. VAN BRUNT ST ENGLEWOOD, NJ 07631**

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

**ALL APPLICATIONS & PAYMENTS WILL BE RETURNED TO THE SENDER IF THERE ARE  
ANY OUTSTANDING PERMITS OR VIOLATIONS**

**YOU WILL RECEIVE A CALL TO SCHEDULE AN APPOINTMENT WITHIN (10) BUSINESS  
DAYS FROM THE DATE THAT THE COMPLETED APPLICATION IS RECEIVED.**

**IF THE PROPERTY PASSES INSPECTION, THE CERTIFICATE WILL BE EMAILED  
(2) BUSINESS DAYS AFTER PASSING THE INSPECTION**

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

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

**IF THE BUYER CHANGES (30) DAYS AFTER THE INSPECTION, A NEW CCO APPLICATION  
& PAYMENT MUST BE RESUBMITTED.**

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

1. HOUSE NO. IN CONTRASTING COLORS (3) INCHES HIGH MUST BE PERMANENTLY AFFIXED IN THE VICINITY OF THE FRONT DOOR
2. NO DEAD BOLT INSIDE WITH KEY
3. ALL EGRESS DOORS SHALL BE READILY OPERABLE FROM THE INSIDE WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE OR EFFORT
4. ALL EGRESS WINDOWS IN BEDROOM MUST OPEN EASILY
5. TIGHT CLOSING - EVERY WINDOW, SKYLIGHT, EXTERIOR DOOR & BASEMENT HATCHWAY SHALL BE TIGHT FITTING SO WHEN CLOSED, NO EXTERNAL DRAFT SHALL BE FELT WITHIN, SHALL BE MAINTAINED IN GOOD CONDITION & SHALL BE FULLY SUPPLIED WHERE NECESSARY, WITH GLASS PANES OR AN APPROVED SUBSTANCE WHICH IS WITHOUT OPEN CRACKS OR HOLES
6. EASILY OPENED - EVERY WINDOW, OTHER THAN A FIXED WINDOW, SHALL BE CAPABLE OF BEING EASILY OPENED & HELD IN POSITION BY WINDOW HARDWARE. EVERY EXTERNAL DOOR AVAILABLE AS AN EXIT SHALL BE CAPABLE OF BEING OPENED EASILY FROM THE INSIDE WITHOUT THE USE OF A KEY
7. NO BROKEN GLASS
8. WORKING FANS MUST BE INSTALLED IN BATHROOM WITHOUT WINDOWS
9. HANDRAILS MUST BE INSTALLED FOR (4) OR MORE STEPS
10. WATER HEATER TEMPERATURE & PRESSURE RELIEF VALVE PIPE WITHIN 6" OFF FLOOR
11. FLUE ON HEATER NO LEAKS AROUND VENT PIPE
12. NO HOLES IN GARAGE CEILING

ALL INSPECTIONS SHALL COMPLY WITH THE CURRENT STATE LAWS GOVERNING SMOKE DETECTORS, CARBON MONOXIDE ALARMS & FIRE EXTINGUISHER.

THE INSTALLATION GUIDELINES FOR SMOKE DETECTORS, CARBON MONOXIDE ALARMS AND FIRE EXTINGUISHERS ARE AS FOLLOWS:

**THE FOLLOWING ARE THE REQUIREMENTS FOR SMOKE ALARMS:**

Smoke alarm(s) must be installed on each level of the dwelling, including the basement, outside of each separate sleeping area in the immediate vicinity of the bedroom. If bedroom is located within 10 feet of the kitchen a photo electric type smoke detector shall be installed

Smoke alarms are to be permanently affixed and may be placed on the ceiling or within 12 inches of the ceiling on the wall.

***IMPORTANT NOTES***

**TEN-YEAR SEALED BATTERY-POWERED SINGLE STATION SMOKE ALARMS SHALL BE INSTALLED AND SHALL BE LISTED IN ACCORDANCE WITH ANSI/UL 217, INCORPORATED HEREIN BY REFERENCE. HOWEVER, A/C-POWERED SINGLE OR MULTIPLE-STATION SMOKE ALARMS INSTALLED AS PART OF THE ORIGINAL CONSTRUCTION OR REHABILITATION PROJECT SHALL NOT BE REPLACED WITH BATTERY-POWERED SMOKE ALARMS. THE EFFECTIVE DATE OF THIS SUBSECTION SHALL BE JANUARY 1, 2019.**

**A/C-POWERED SMOKE ALARMS SHALL BE ACCEPTED AS MEETING THE REQUIREMENTS OF THIS SECTION.**

**FIRE ALARM SYSTEMS REPORTING TO CENTRAL STATION SHALL BE TESTED PRIOR TO INSPECTION AND A TEST REPORT SHALL BE SUBMITTED OR INSPECTION WILL FAIL!**

**SMOKE ALARMS IN SERVICE FOR MORE THAN 10 YEARS SHALL BE REPLACED.**

**THE FOLLOWING ARE THE REQUIREMENT FOR CARBON MONOXIDE ALARMS:**

Carbon monoxide alarms shall be installed in the immediate vicinity of each sleeping area (10ft) when the building contains a fuel burning appliance or has an attached garage. Carbon monoxide alarms may be placed anywhere on the ceiling or the wall.

Carbon monoxide alarms are permitted to be battery operated, hard-wired or the plug in type.

**THE FOLLOWING ARE THE REQUIREMENTS FOR FIRE EXTINGUISHERS:**

Within 10 feet of the kitchen and located in the exit or travel path; and is visible and in a readily accessible location. The top of the fire extinguisher is not more than 5 feet above the floor and is mounted using manufactures hanger or brackets. Minimum size of 2A:10B:C and weigh no more than 10 pounds, is accompanied with the owner's manual or with the proper written instructions. The extinguisher is listed, labeled, charged and operable. The extinguisher must have been serviced and tagged by a contractor certified by the New Jersey Division of Fire Safety within the past 12 months or seller must provide a recent proof of purchasing receipt.