



# CITY OF ELIZABETH, NEW JERSEY

50 Winfield Scott Plaza, Rm. #401, Elizabeth, NJ 07201

Tel. (908) 820 - 4084 Fax (908) 820 - 4245

## APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR RESALE

[WWW.ELIZABETHNJ.ORG](http://WWW.ELIZABETHNJ.ORG)

(Please print clearly)

Date of Application: \_\_\_\_\_

All required information is marked with \*

\* **OWNER INFORMATION:** All information must be completed in order for proper issuance of CO.

Seller's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Seller's Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Seller's Tel. #: (\_\_\_\_\_) \_\_\_\_\_ Seller's Alternate Tel. # (\_\_\_\_\_) \_\_\_\_\_

*Required information*

*Required information*

Buyer's Name: \_\_\_\_\_ Buyer's Telephone #: (\_\_\_\_\_) \_\_\_\_\_

*Required information*

*Required information*

Buyer's Current Address: \_\_\_\_\_

*Required information*

\* **AGENT OR ATTORNEY INFORMATION ONLY:** If NO realtor please list ATTORNEY Information.

Agency OR Firm Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Agency or Firm Address: \_\_\_\_\_

**Smoke Certificate required for ALL 1 and 2 Family Units --- NOT INCLUDED WITH THIS APPLICATION.**

**NO CO WILL BE ISSUED ON 1 & 2 FAMILY HOMES W/OUT A COPY OF SMOKE & CARBON MONOXIDED CERTIFICATES.**

**FIRE PREVENTION: 411 IRVINGTON AVENUE, 3<sup>RD</sup> FLOOR, ELIZABETH, NEW JERSEY 07201 (908) 820-4040 - NOT INCLUDED W/ THIS INSPECTION.**

Property Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

Cross streets : \_\_\_\_\_

*Between what two streets is property located.*

Describe how the property is currently used: \_\_\_\_\_

*(One Family, Two Family, Three Family, Commercial, Apartment Building, Warehouse, etc.)*

The number of Units: \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_

State Reg. #: 2004 - \_\_\_\_\_ - \_\_\_\_\_ . (Only for 3 Family or more) - NJ Dept. of Housing (609) 633-6219

*Required information*

Expected Closing Date: \_\_\_\_\_ **IS PROPERTY TO BE DEMOLISHED:** \_\_\_\_\_

**Warehouse Use ONLY:** The number of square feet: \_\_\_\_\_ x 0.009 = \_\_\_\_\_

**FOR OFFICE USE ONLY:** Control Number: \_\_\_\_\_

Amount Collected: \_\_\_\_\_ Cash \_\_\_\_\_ Check No. \_\_\_\_\_ Rcv'd by: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Time \_\_\_\_\_ Inspector \_\_\_\_\_

**Contact Andreia at (908) 820-4084 after 10:00AM - five(5) to seven(7) business days after inspection for results.**

I hereby attest, that I have read and understand the application and that all statements above are true to the best of my knowledge.

Signature: \_\_\_\_\_

Title:  Owner  Buyer  Realtor  Attorney

PLEASE INITIAL ONLY ONE (1) BELOW:

\_\_\_\_\_ MAIL TO OWNER \_\_\_\_\_ MAIL TO BUYER \_\_\_\_\_ MAIL TO REALTOR \_\_\_\_\_ PICK UP



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# Effective Immediately

All information must be completed in full on all Certificate of Occupancy for Resale applications. All applications must be accompanied by the full payment. Contact Andrea at **(908) 820-4084** (10:00AM to 3:00PM) for appointment scheduling, rescheduling and inquiries. **Faxes may be sent to (908) 820-4245.** Results of inspections may be acquired **five (5) to seven(7)** business days after inspection or re-inspection is performed.

Owner's complete information

Buyer's complete information

Property's complete information

Agent or Attorney's complete information

**Failure to complete the entire information requested will cause delays in the issuance of said certificates.**

- ❖ **1 & 2 family homes require Smoke Certificates.** (Duplexes and condos included)

**Fire Prevention** 411 Irvington Avenue, 3<sup>rd</sup> floor.  
Elizabeth, NJ 07201  
(908) 820-4040

**Please call (908) 820-4040 for application fees. Copy of original certificate must be submitted to our office.**

- ❖ **3 family dwellings or more do not require a Smoke Certificate.**

**3 family dwellings or more require a State registration required.**  
Please call State Registration Office (609) 633-6219 for applications.

- ❖ **Commercial & mixed-use properties do not require a Smoke Certificate.**

### CO Application Fees: Payment required when application is submitted.

# Units	Price	# Units	Price	# Units	Price	# Units	Price	# Units	Price
1	\$50.00	21	\$350.00	41	\$650.00	61	\$950.00	81	\$1,250.00
2	\$65.00	22	\$365.00	42	\$665.00	62	\$965.00	82	\$1,265.00
3	\$80.00	23	\$380.00	43	\$680.00	63	\$980.00	83	\$1,280.00
4	\$95.00	24	\$395.00	44	\$695.00	64	\$995.00	84	\$1,295.00
5	\$110.00	25	\$410.00	45	\$710.00	65	\$1,010.00	85	\$1,310.00
6	\$125.00	26	\$425.00	46	\$725.00	66	\$1,025.00	86	\$1,325.00
7	\$140.00	27	\$440.00	47	\$740.00	67	\$1,040.00	87	\$1,340.00
8	\$155.00	28	\$455.00	48	\$755.00	68	\$1,055.00	88	\$1,355.00
9	\$170.00	29	\$470.00	49	\$770.00	69	\$1,070.00	89	\$1,370.00
10	\$185.00	30	\$485.00	50	\$785.00	70	\$1,085.00	90	\$1,385.00
11	\$200.00	31	\$500.00	51	\$800.00	71	\$1,100.00	91	\$1,400.00
12	\$215.00	32	\$515.00	52	\$815.00	72	\$1,115.00	92	\$1,415.00
13	\$230.00	33	\$530.00	53	\$830.00	73	\$1,130.00	93	\$1,430.00
14	\$245.00	34	\$545.00	54	\$845.00	74	\$1,145.00	94	\$1,445.00
15	\$260.00	35	\$560.00	55	\$860.00	75	\$1,160.00	95	\$1,460.00
16	\$275.00	36	\$575.00	56	\$875.00	76	\$1,175.00	96	\$1,475.00
17	\$290.00	37	\$590.00	57	\$890.00	77	\$1,190.00	97	\$1,490.00
18	\$305.00	38	\$605.00	58	\$905.00	78	\$1,205.00	98	\$1,505.00
19	\$320.00	39	\$620.00	59	\$920.00	79	\$1,220.00	99	\$1,520.00
20	\$335.00	40	\$635.00	60	\$935.00	80	\$1,235.00	100	\$1,535.00

**All affidavits must be notarized or on attorney letterhead.**

**Properties to be demolished require an affidavit from the buyer stating:**

The property will remain vacant, locked & secure until demolished, which will occur within 30 days of closing.

PLEASE INITIAL ONLY ONE (1) BELOW:

MAIL TO OWNER

MAIL TO BUYER

MAIL TO REALTOR

PICK UP