



# Borough of Chatham

Office of the Borough Clerk  
54 Fairmount Avenue ▪ Chatham ▪ NJ 07928  
973-635-0674 ▪ ChathamBorough.org ▪ clerk@chathamborough.org

**Fee: \$100**  
Check or cash only.  
Make checks  
payable to:

*Borough of Chatham*

## Commercial Certificate of Continued Occupancy (CCO) Application

**Address to be Certified:** \_\_\_\_\_ **Block:** \_\_\_\_ **Lot:** \_\_\_\_ **Zone:** \_\_\_\_

Name of Applicant or Authorized Agent: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Name of Lot Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Lot Owner's Address: \_\_\_\_\_

Type of certification:     Sale                     Change in Use                     Change in Tenancy

What were the premises previously being used for? \_\_\_\_\_

What is the New / Proposed Use? \_\_\_\_\_

Previous Days & Hours of Operation: \_\_\_\_\_ Proposed Days / Hours of Operation: \_\_\_\_\_

Number of Proposed Employees: \_\_\_\_\_ Existing Parking Spaces On-Site: \_\_\_\_\_

Gross Floor Area to be Occupied: \_\_\_\_\_ Solid Waste Facilities available On-Site? Y / N -  
Describe: \_\_\_\_\_

Will there be any storage or handling of Chemicals or Hazardous Substances? Y / N -  
Describe: \_\_\_\_\_

**Please attach the following (incomplete applications will be returned):**

- For Change in Use / Tenancy only, provide a Scope of Work.
- For Change in Use / Tenancy only, proof of Liability Insurance in the amount of \$500,000; \$300,000 if owner occupied (*P.L. 2022, c. 92*)
- For Resale only, provide proof of no open permits on the property.
  - If you do not have such proof, file an OPRA request for a Permit Summary.

Please be advised that CCOs take approximately 3 weeks to process after submission of a complete application. The Borough is not responsible for missed Real Estate Closings or any delays in occupancy.

By signing below, I acknowledge the above advisory, attest that I am the current property owner or an authorized agent thereof, and declare that the statements made by me in this application are true.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of submission

\_\_\_\_\_  
Approved / Denied – Glen Turi, Zoning Officer

\_\_\_\_\_  
Date of review



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Return completed inspection checklist with your application.

Keep final "Tips" page for your information.

## Continuing Certificate of Occupancy Inspection Checklist

Address to be certified: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

For Borough use only

Utilities paid in full?  Yes  No Cheri Morris, Borough Utilities Clerk \_\_\_\_\_

Item	Pass	Fail	Comments
Street Number			
Smoke Detectors			Certificate required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Carbon Monoxide			
Furnace and Flues			
Hot Water Heater			
Electric Panel			
Garage Door Opener			
Temporary Wiring			
Cover Plates			
Sump Pump			
Handrails			
Sidewalk			
Fire Extinguisher			
General Safety			
Lead-Based Paint			
Other			

Property inspected by: \_\_\_\_\_ Date: \_\_\_\_\_



# Borough of Chatham

Bureau of Fire Safety  
54 Fairmount Avenue ▪ Chatham ▪ NJ 07928  
973-635-0674 ▪ ChathamBorough.org



## FIRE SAFETY BUREAU FIRE INSPECTION REGISTRATION FORM

(PLEASE PRINT OR TYPE ALL INFORMATION)

Length \_\_\_\_\_ Width \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_

**CURRENT BUSINESS NAME:** \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Do you... OWN or LEASE the property (circle one)

**BUILDING OWNER'S NAME:** \_\_\_\_\_

Federal I.D. No.: \_\_\_\_\_ Phone #: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

**NEW BUSINESS OWNER'S NAME:** \_\_\_\_\_

Federal I.D. No.: \_\_\_\_\_ Phone #: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Business Type:      Individual      Partnership      Corporation      Other (circle one)

**EMERGENCY CONTACTS:**

#1: \_\_\_\_\_ Phone #: \_\_\_\_\_

#2: \_\_\_\_\_ Phone #: \_\_\_\_\_

**ALARM / SUPPRESSION SYSTEM INFORMATION:**

Describe System: \_\_\_\_\_

Monitoring Co. Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

**DESCRIPTION OF USE / OCCUPANCY OF THIS BUILDING / BUSINESS:**

\_\_\_\_\_  
\_\_\_\_\_

**I CERTIFY THAT ALL STATEMENTS MADE ABOVE ARE TRUE:**

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

Print Name and Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Agent Name:

Street Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

## **TIPS TO HELP PREPARE FOR THE PROPERTY INSPECTION**

- Utility accounts must be current, and all construction permits must be closed.
- House / street address numbers are required for the “911” system. The numbers must be a minimum of 3 inches high, contrast with their background, and be visible from the street.
- The inspector will check your furnace for functioning gauges, solid chimney connections, leaks, and other obvious hazards.
- Your hot water heater is required to have a metal blow-off pipe connected to the safety valve so that escaping steam will be directed to the floor, unless you have a boiler that recirculates the hot water.
- Electrical panels are required to have doors and must be easily accessible.
- Garage door openers must have dedicated receptacles nearby for direct plug-in. Extension cords are not permitted.
- Extension cords for other than the simplest of items, drop lights, radios, computers, etc. are not permitted. An extension cord to run a space heater or air conditioner is not permitted.
- All outlet receptacles, light switches, dimmers, etc. must have plates.
- Sump pumps may not discharge into the sanitary sewer system and must have sturdy covers over the pit.
- Handrails are required on any stairway with more than four risers. The handrail height must not be less than 34 inches nor more than 38 inches, when measured vertically from the nose of the tread.
- Sidewalks should be free of any obstacles and in good condition.
- The inspector will check for general safety about such things as sturdiness of railings, condition of decks, loose doors, shutters, sagging gutters, decayed porches and steps, etc.

### New Jersey Fire Code mandates the following when selling or renting your home:

1. All Smoke detectors are required to be a 10-year sealed battery and should be in the following locations:
  - a. On each level on the ceiling at the base of the stairs, not more than ten (10) feet from each bedroom. If it must be mounted on the wall it should be no more than four (4) feet from the ceiling. No smoke detector is required in the attic unless it is finished and climate controlled.
2. Carbon Monoxide detectors are required within ten (10) feet of each bedroom. They should be mounted low to the floor. In most Chatham houses, one unit in the bedroom hall will be sufficient.
  - a. Combination smoke and Carbon Monoxide detectors are acceptable. If combo, follow smoke detector regulations.
3. A fire extinguisher should be readily available in the kitchen. (ABC type no larger than a 10-pound rated extinguisher).
4. If the property is connected to a central station police or fire alarm system, a certificate will be required from the service provider.