



Borough of Chatham

Office of the Clerk
54 Fairmount Avenue
Chatham, New Jersey 07928
973-635-0674 • ChathamBorough.org

Fee: \$100 1st application,
\$50 / subsequent applications.
Make checks payable to:
Borough of Chatham

Residential Certificate of Continued Occupancy Application (CCO)

Address to be certified: _____ Block: _____ Lot: _____

Type of certification:

- Resale (1 & 2 family homes, condos) Closing date: _____
- Resale of apartment or multifamily (3+) home Closing date: _____
- Rental or Change in Tenancy
(please complete Rental Registration Certification Form and attach to this application)

Name of current property owner: _____

Phone: _____ Email address: _____

Name of Agent *(if applicable)*: _____

Phone: _____ Email address: _____

Please be advised of the following as our CCO process has changed recently:

- **It is the responsibility of the current homeowner or agent to provide all supporting documentation. The Borough will not make any requests on your behalf.**
- The process time for CCO applications is typically three weeks after submission, barring time spent paying utilities, closing permits, or scheduling inspections.
- It is the responsibility of the current homeowner or agent to provide proof of no outstanding utility balance and no open permits. Documentation must be dated within one month.
- Please submit this application with application fee payable to Borough of Chatham after you complete the above steps to schedule the Fire and General Safety inspection.
- The CCO will be issued at the time the Clerk’s Office has received the proof of no outstanding utility balance, proof that all permits have been closed, and a passing inspection report.

By signing below, I acknowledge the above advisory and attest that I am the current property owner or an authorized agent thereof:

Signature of Applicant

Date of submission



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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			
Other			

Property inspected by: _____ Date: _____

TIPS TO HELP PREPARE FOR THE PROPERTY INSPECTION

- Utilities must be paid up and to date.
- 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.
- If the property is connected to a central station police or fire alarm system, a certificate will be required from the service provider.
- All Smoke detectors are required to be a 10-year sealed battery and should be in the following locations:
 - 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.
- 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.
- 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.
- Sump pump pits 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.
- A fire extinguisher should be readily available in the kitchen. (ABC type no larger than a 10-pound rated extinguisher)
- 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.