

BOROUGH OF ROOSEVELT  
33 N. ROCHDALE AVENUE  
P.O. BOX 128  
ROOSEVELT, NJ 08555  
609-448-0539, FAX 609-448-8716

## CERTIFICATE OF OCCUPANCY

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

COMPLETE ALL INFORMATION BELOW AND SUBMIT WITH CHECK FOR \$75.00 MADE PAYABLE TO  
BOROUGH OF ROOSVELT.

ADDRESS OF PROPERTY \_\_\_\_\_

OWNER OF PROPERTY \_\_\_\_\_

ADDRESS OF OWNER \_\_\_\_\_

TEL # \_\_\_\_\_ APPROXIMATE DATE OF CLOSING \_\_\_\_\_

TYPE OF OCCUPANCY \_\_\_\_\_ SINGLE FAMILY RESIDENTIAL \_\_\_\_\_ OTHER \_\_\_\_\_

REASON FOR C/O: \_\_\_\_ RENTAL \_\_\_\_ RESALE

IF RENTAL: ARE YOU A REGISTERED LANDLORD WITH ROOSEVELT BOROUGH \_\_\_\_ YES \_\_\_\_ NO

CONTACT PERSON IF DIFFERENT THAN ABOVE:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TEL# \_\_\_\_\_

### CERTIFICATION:

I HEREBY ATTEST, TO THE BEST OF MY KNOWLEDGE THAT THE DWELLING IS IN COMPLIANCE WITH MUNICIPAL ORDINANCES, HEALTH, SAFETY AND MAINTENANCE STANDARDS, AND CODES. I ACKNOWLEDGE THAT WORKING SMOKE DETECTORS ARE REQUIRED IN THE RESIDENCE UNDER THE UNIFORM FIRE SAFETY ACT. IN ADDITION, I ACKNOWLEDGE THAT A CARBON MONOXIDE ALARM IS REQUIRED IN ANY DWELLING CONTAINING A FUEL BURNING APPLIANCE AND/OR AN ATTACHED GARAGE. I HAVE READ THE INSPECTION CHECKLIST AND UNDERSTAND ALL THE REQUIREMENTS.

\_\_\_\_\_  
APPLICANT'S SIGNATURE (OWNER OR AGENT FOR OWNER)

\_\_\_\_\_  
DATE

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### OFFICE USE:

APPLICATION NUMBER \_\_\_\_\_

CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ BY \_\_\_\_\_

DATE FILED \_\_\_\_\_ INSPECTION DATE \_\_\_\_\_

**CERTIFICATE OF OCCUPANCY REQUIREMENTS/CHECKLIST  
VISUAL INSPECTION ONLY**

Basic Certificate of Occupancy Requirements follows the International Property Maintenance Code. The following is a condensed version reflecting what is required. However, considering each residence is different it will be up to the housing inspector's discretion to interpret and enforce the provisions of the Code.

**\*EXTERIOR PROPERTY AREAS**

- Property free of garbage or rubbish.
- Sidewalk and driveway in good state of repair.
- House number must be at least 6" high and clearly visible from the street.
- Weeds or grass should not exceed 6 inches.
- Exterior of structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare. Paint or siding must be in good condition. Fences and landscaping included.
- Handrails or guards must be secure, capable of handling imposed loads.

**\*INTERIOR PROPERTY AREAS**

- No peeling paint or plaster and it must be in clean stable condition.
- Handrails and guards shall be secure and capable of handling imposed loads.
- Windows and doors in good operating condition and weather tight, screens are required.
- Locks at all entrances to dwelling units shall tightly secure the door.
- GFI outlets shall be required within 3 feet of a water outlet.
- Mechanical and electrical equipment (heating/cooking) must be in good working order. Stove, refrigerator, hot and cold water required.
- Bathroom facilities must be in good working order and sanitary waste lines maintained to flow freely. Kitchen areas must be free of garbage and in sanitary condition. When pets are permitted, these areas must be maintained in a clean, sanitary condition to include exterior of building.
- Stove: Anti-tip bracket required on stoves manufactured after 1991. There will be a label on the oven frame.

**\*FIRE SAFETY REQUIREMENTS**

- The detectors required below shall be located in accordance with NFPA 74-1984. The detectors are not required to be interconnected. Battery powered detectors are acceptable. Homes constructed after January 1977 provided with AC powered and /or interconnected detectors shall be maintained in working order:
  - On each level of the dwelling, including basements, excluding attic or crawl spaces; and
  - Outside each separate sleeping area and must be in working order; and
  - Carbon monoxide detector installed within the vicinity of each sleeping area and be in working order; and
  - Min. 2A10BC Max 10lb ABC fire extinguisher mounted in the vicinity of the kitchen.
- No storage of combustible, flammable, explosive or hazardous materials. All egress doors shall be openable from the egress side and without the need of special knowledge or keys or special effort.