



# 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

(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, N. J. 07201 (908) 820-4040 - NOT INCLUDED W/ THIS INSPECTION.**

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

Describe how the property is 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 .0012 per/Max. \$850.00

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

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

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

**Inspectors may be contacted in the office during 8:00AM to 9:00AM and 3:00PM to 4:00PM**  
**Please contact Ana at (908) 820-4093 five(5) to seven(7) business days after C.O. 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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## APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR RESALE

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

# 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. Please contact **Ana** at **(908) 820-4093** (9:00AM to 4:00PM) for appointment scheduling, rescheduling and inquiries. **Inspectors** may be contacted in the office during **8:00AM to 9:30AM** and **3:00PM to 4:00PM**. Results of C.O. inspections may be acquired **five (5) to seven(7)** business days after an 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.**

**Payment Options: Cash, Checks or Money Orders NO CREDIT CARDS ACCEPTED**

# Units	Price	# Units	Price	# Units	Price	# Units	Price	# Units	Price
1	\$60.00	21	\$460.00	41	\$860.00	61	\$1,260.00	81	\$1,660.00
2	\$80.00	22	\$480.00	42	\$880.00	62	\$1,280.00	82	\$1,680.00
3	\$100.00	23	\$500.00	43	\$900.00	63	\$1,300.00	83	\$1,700.00
4	\$120.00	24	\$520.00	44	\$920.00	64	\$1,320.00	84	\$1,720.00
5	\$140.00	25	\$540.00	45	\$940.00	65	\$1,340.00	85	\$1,740.00
6	\$160.00	26	\$560.00	46	\$960.00	66	\$1,360.00	86	\$1,760.00
7	\$180.00	27	\$580.00	47	\$980.00	67	\$1,380.00	87	\$1,780.00
8	\$200.00	28	\$600.00	48	\$1,000.00	68	\$1,400.00	88	\$1,800.00
9	\$220.00	29	\$620.00	49	\$1,020.00	69	\$1,420.00	89	\$1,820.00
10	\$240.00	30	\$640.00	50	\$1,040.00	70	\$1,440.00	90	\$1,840.00
11	\$260.00	31	\$660.00	51	\$1,060.00	71	\$1,460.00	91	\$1,860.00
12	\$280.00	32	\$680.00	52	\$1,080.00	72	\$1,480.00	92	\$1,880.00
13	\$300.00	33	\$700.00	53	\$1,100.00	73	\$1,500.00	93	\$1,900.00
14	\$320.00	34	\$720.00	54	\$1,120.00	74	\$1,520.00	94	\$1,920.00
15	\$340.00	35	\$740.00	55	\$1,140.00	75	\$1,540.00	95	\$1,940.00
16	\$360.00	36	\$760.00	56	\$1,160.00	76	\$1,560.00	96	\$1,960.00
17	\$380.00	37	\$780.00	57	\$1,180.00	77	\$1,580.00	97	\$1,980.00
18	\$400.00	38	\$800.00	58	\$1,200.00	78	\$1,600.00	98	\$2,000.00
19	\$420.00	39	\$820.00	59	\$1,220.00	79	\$1,620.00	99	\$2,020.00
20	\$440.00	40	\$840.00	60	\$1,240.00	80	\$1,640.00	100	\$2,040.00

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

**Properties to be demolished – Applications must be accompanied by an affidavit from the buyer stating:**  
The property will remain vacant, locked & secure until demolished, which will occur within 30 days of closing.