



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: _____

*** PROPERTY INFORMATION: * Smoke Certificate required for ALL 1 and 2 Family Units.
NO CO WILL BE ISSUED ON 1 & 2 FAMILY HOMES W/OUT A COPY OF SMOKE & CARBON MONOXIDED CERTIFICATES.**

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 0.009 = _____

FOR OFFICE USE ONLY: Control Number: _____

Amount Collected: _____ Cash _____ Check No. _____ Rcv'd by: _____

Inspection Date: _____ Time _____ Inspector _____

FIRE PREVENTION: 411 IRVINGTON AVENUE, 3RD FLOOR, ELIZABETH, NEW JERSEY 07201 (908) 820-4040

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:



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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, 3rd 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 - An affidavit must be attached 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: