



BOROUGH OF ROSELLE

Building Department
115 W. 2nd Avenue Roselle, NJ 07203
(908) 634-4530 Fax (908) 245-1547

www.boroughofroselle.com

Instructions for Homeowners for Issuance of Certificate of Occupancy

1. Complete the "Application for Certificate of Occupancy" and review the check list supplied by the Office. Applications must be returned in person, do not mail or fax.
2. Submit appropriate fee. You will receive a receipt.

<u>Fees are as follows:</u>	1- and 2-Family Residential	\$75
	3-Family Residential	\$125
	4-Family Residential	\$150
	More than 4-Family	\$150 plus \$25 for Each dwelling Unit in excess of four

A maximum of two inspections will be performed. Additionally inspections shall be surcharged \$20 per inspections.

For non-residential uses, business, commercial and industrial, where the gross floor area is less than 2000 square feet: \$125; Where the gross floor area is between 2000 and 10,000 square feet: \$150; and where the gross floor area is more than 10,000 square feet: \$175

3. You must check with the Building Department to confirm that all open Construction permits have received final inspections. If there are open permits you must schedule Final Inspections prior to the COU inspection.
4. Once it has been determined that all permits have been finalized you can schedule the inspection for the COU.
5. The inspector will visit site, if no violations are observed, a Certificate of Occupancy will be issued.
6. Temporary certificate of occupancy may be issued, for an additional fee, in the discretion of the inspector where he is satisfied that issuance is not inimical to the health and safety of the prospective occupants and where the successor owner agrees to complete all repairs within sixty days.
7. If there is a need for a re-inspection, you will need to contact the Building Department at (908) 634-4530 to schedule the re-inspection. Re-inspections will not be scheduled on-site by the inspector.

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Checklist - Certificate of Occupancy

The following list is only a guideline and should not be considered all inclusive. If any of the items listed below are not completed a COU will not be issued.

1. Any open UCC Permits for any construction work, replacement of water heater or boiler must be finalized before a COU inspection can be performed or a certificate can be issued.
2. Smoke Detectors are required on all levels, including attic spaces/storage areas and basements (not in staircases). Smoke Detectors shall be installed within 10ft. of sleeping areas.
3. Carbon Monoxide Detectors are required in all single and two-family homes, within 10ft. of sleeping areas. (Battery or hardwired detectors are permitted.) If there are bedrooms on both floors then two (2) CO detectors are required.
4. Every window (other than fixed windows) shall operate properly. Repair all broken windowpanes. Window screens, if present, shall be free from rips, tears and holes.
5. Holes in walls, floors and ceilings shall be repaired. Bathroom floors and shower stalls shall be watertight. Loose and/or missing tiles shall be replaced/re-grouted.
6. Hot and cold water in kitchens and bathrooms shall operate properly and have shut off valves for each. All sinks shall have approved drain traps.
7. Toilets shall be secured, operate properly and have a shut off line on the water feed.
8. Electrical outlets and switches shall be in good working order. Junction boxes and wall boxes shall have proper cover plates. All wire connections shall be boxed, with wire nuts and with cover plates installed. GFI outlets are required over kitchen sink and counter-tops. All bathroom outlets MUST BE GFI protected.
9. Hot water heaters and boilers shall appear to be in good working order. If equipped with temperature and pressure valves, the discharge shall be piped to within four (4) inches from the finished floor. Adequate ventilation is required to assure proper combustion. Vent/flue pipes to be sealed at chimney. Use screws and strapping to support vent pipe if needed.

Revised 11/2006

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10. Roof gutters and leaders shall be properly installed, in good repair and functional. Roof shall be in good repair with no evidence of leaks. Foundation walls shall be in good repair.
11. The main electrical service line shall be properly secured to the structure with approved cable or pipe straps.
12. When used, fireplaces and wood stoves shall be properly maintained and in good working order.
13. All doors shall have proper hardware. All doors shall fit and operate properly.
14. Sump pumps shall operate properly and shall discharge to the exterior of the structure. Sump pumps **shall not** be connected to the sanitary line sewer line. All pumps shall be plugged directly into a single outlet.
15. The use of an extension cord to replace permanent wiring is not permitted and is illegal and unsafe. Garage door openers shall be plugged directly into an electrical outlet.
16. All gas-fired equipment shall be equipped with an accessible shut off valve on each supply line.
17. House numbers shall be a minimum of four (4) inches in height, of contrasting color from the structure and must be visible from the curb line.
18. Handrails are required on all stairways and steps with three (3) or more risers. All stairways shall be in good condition.
19. Yard area: Grass shall be cut and trimmed; weeds shall be cut and removed. Premises shall be free of debris, rodents, insects, offensive odors and unkempt vegetation.
20. **N.J. Department of Community Affairs (DCA) requires installation of approved fire extinguisher in one and two family dwellings (See Attached).**