



# Borough of Roselle

## Division of Code Enforcement

210 Chestnut Street, Roselle, New Jersey 07203  
Telephone (908) 259-3023 Fax (908) 259-3005

### INSTRUCTIONS FOR ISSUANCE OF RESIDENTIAL OCCUPANCY CERTIFICATE

\*Company checks or money orders only, personal checks are not accepted\*

Complete the "Application for Residential Occupancy Certificate, and review the attached checklist supplied with the application. Applications must be returned with the appropriate following fees.

<u>FEES</u>	
1 AND 2 FAMILY RESIDENTIAL	\$100.00
3 FAMILY RESIDENTIAL	\$150.00
4 FAMILY RESIDENTIAL	\$250.00
TEMP ROC	\$200.00

More than four (4) family residential is \$250.00 plus \$25.00 for each additional unit.

A maximum of two (2) inspections will be performed. Additional inspections over two (2) will be surcharged at \$75.00 per inspection, (no exceptions.)

For non-residential uses, business, commercial and industrial, See the Building Department.

You must check with the Building Department to confirm that any construction permits have received final inspections. If there are open permits, you must schedule and pass inspections prior to the ROC inspection. Once it has been determined that all permits have been finalized, you can schedule the ROC inspection.

The inspector will visit the site and if NO Violations are found, a Certificate can be issued within ten (10) business days. A Temporary Certificate may be issued, for an additional fee, AT THE DISCRETION OF THE INSPECTOR.

THE temporary certificate will be valid for up to sixty (60) days.

If there is a need for a re-inspection, you must contact the department at (908) 259-3023  
Re-inspections must be called in and scheduled according to our calendar.

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