

CERTIFICATE of CONTINUED OCCUPANCY (CCO)

BOROUGH OF BRADLEY BEACH
Department of Community Development
OFFICE OF CODE ENFORCEMENT

Inspector: _____

<i>FOR OFFICE USE ONLY</i>	
CO #: _____	INSP DATE: _____
TIME: _____	<input type="checkbox"/> 10-12 <input type="checkbox"/> 12-2

APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY. MISSING INFORMATION MAY DELAY SCHEDULING OF INSPECTIONS.

APPLICATION DATE: _____

PROPERTY TYPE:

- Commercial – SEE NEXT PAGE OF FORM
- Residential* -- Single
- Residential* – Multi-Family # of units: _____
- * If RESIDENTIAL, indicate # of bedrooms: _____

TYPE OF APPLICATION:

- Yearly Rental
- Seasonal Rental
- Sale
- Transfer of Title

PROPERTY ADDRESS: _____ UNIT #: _____

PROPERTY OWNER INFORMATION

NAME: _____ PHONE: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

PRIMARY BUYER INFORMATION – For SALE or Transfer of Title applications

NAME: _____ PHONE: _____

IF CORPORATION OR LLC, AUTHORIZED SIGNATORY NAME: _____

MAILING ADDRESS AFTER SALE: _____

EMAIL ADDRESS: _____

CONTACT INFORMATION (for scheduling and questions)

NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

PRIMARY TENANT INFORMATION – For all RENTAL applications

NAME: _____ PHONE: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____ DATE OF BIRTH: _____

ADDITIONAL TENANT INFORMATION

NAME	DATE OF BIRTH	NAME	DATE OF BIRTH
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I, being duly sworn according to law upon path depose and say that the information set forth in the above application is true, to the best of my knowledge. This is an official document as per Borough Code 160-7 and 160-8. Misrepresentation or falsification shall be punishable by law. All parties are advised to review Borough ordinance for compliance of the properties.

OCCUPANCY IS NOT PERMITTED UNTIL CERTIFICATE IS ISSUED. Owner/Agent and Tenant: please review Property Maintenance Codes, Pet Licensing Regulations and Recycling/Trash Ordinances. Both Owner and Tenant are responsible for compliance.

OWNER / AGENT SIGNATURE

BUYER / TENANT SIGNATURE

COMMERCIAL PROPERTY EMERGENCY CONTACTS

You must provide contact information for two persons who can be reached in the event of an emergency at this property:

NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

APPLICATION FEES

§ 160-4 **Certificate of Occupancy Fees.**

[Added 4-14-1992; amended by Ord. No. 1994-08; 6-22-2010 by Ord. No. 2010-4; 2-22-2011 by Ord. No. 2011-2]

A. The fee for a certificate of occupancy issued in reference to the rental or change of occupancy of any residential unit shall be \$50 for each residential unit. The fee for a certificate of occupancy issued in reference to a sale or other transfer of title of a property containing a single-family dwelling structure shall be \$90. The fee for a certificate of occupancy issued in reference to a sale or other transfer of title of any property containing a single-family dwelling structure and an additional accessory unit, or consisting of a two-family dwelling structure, shall be \$100.

B. (Reserved)

C. The fee for a certificate of occupancy for a multi-unit dwelling structure, other than a two-unit dwelling structure as described herein above, shall be \$125 up to five units. The fee for a certificate of occupancy for a multi-unit dwelling structure in excess of five units shall be \$125 plus \$30 per each additional unit in excess of five units.

D. The fee for a certificate of occupancy issued in reference to the rental or change of occupancy of any commercial unit shall be \$90 for each commercial unit. The fee for a certificate of occupancy issued in reference to a sale or other transfer of title of a single-unit commercial structure shall be \$145. The fee for a certificate of occupancy issued in reference to the sale or transfer of title of multi-unit structures containing a commercial unit shall be \$145 plus \$30 for each additional commercial or residential unit.

E. The fee for a reinspection in connection with any certificate of occupancy shall be \$25 per unit.

F. The fees herein are applicable to all applications for certificates of occupancy received by the Borough of Bradley Beach more than 10 days prior to the occupancy, rental, sale, transfer of title or other act, occurrence or circumstance in reference to which the application is made. For all applications made within 10 to five days prior to any such occupancy, rental, sale, transfer of title or other act, occurrence or circumstance, in addition to the fees described herein, the Borough shall assess an additional fee of \$25. For all applications made within four days or less prior to any occupancy, rental, sale, transfer of title or other act, occurrence or circumstance, in addition to the fees described herein, the Borough shall assess an additional fee of \$50.

BOROUGH EMERGENCY NOTIFICATION SYSTEM

The Bprough of Bradley Beach provides an Emergency Notification System for alerts regarding weather emergencies and other Borough business. Participation is voluntary. If you would like to enroll, please select your preferences below:

PROPERTY OWNER

- Notify by phone
- Notify by text
- Notify by email

TENANT / BUYER

- Notify by phone
- Notify by text
- Notify by email