

APPLICATION for CERTIFICATE of CONTINUED OCCUPANCY (CCO)

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

FOR OFFICE USE ONLY: CCO #: _____ INSP DATE: _____ INITIAL APP NI TIME: 10-12 12-2

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

PROPERTY ADDRESS: _____ UNIT #: _____ BLOCK: _____ LOT: _____

APPLICATION DATE: _____ PROPERTY TYPE: Commercial Residential*- Single Family Residential*- Multi Family# of units: _____ *If RESIDENTIAL, indicate # of bedrooms: _____ TYPE OF APPLICATION: RENTAL – Start Date: _____ End Date: _____ Yearly Seasonal Short-Term SALE – Closing Date: _____ TRANSFER of TITLE – Closing Date: _____

PROPERTY OWNER INFORMATION

NAME: _____ PHONE: _____ MAILING ADDRESS: _____ EMAIL ADDRESS: _____

APPLICANT INFORMATION

OWNER AGENT TENANT BUYER OTHER: _____

NAME: _____ PHONE: _____ MAILING ADDRESS: _____ EMAIL ADDRESS: _____

PRIMARY BUYER INFORMATION – For all SALE or TOT applications

NAME: _____ PHONE: _____ IF CORPORATION OR LLC, AUTHORIZED SIGNATORY NAME: _____ MAILING ADDRESS AFTER SALE: _____ EMAIL ADDRESS: _____

PRIMARY TENANT INFORMATION – For all RENTAL applications

NAME: _____ PHONE: _____ MAILING ADDRESS: _____ EMAIL ADDRESS: _____ DATE OF BIRTH: _____

ADDITIONAL TENANT INFORMATION – Continue on separate sheet if needed.

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

CONTACT INFORMATION (for scheduling and questions)

OWNER AGENT TENANT BUYER OTHER: _____

NAME: _____ PHONE: _____ EMAIL ADDRESS: _____

I, being duly sworn according to law upon oath 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 ← **BOTH SIGNATURES ARE REQUIRED** → 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 Borough 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

HEATING SYSTEM & WATER HEATER CERTIFICATION

PROPERTY ADDRESS: _____ UNIT #: _____ BLOCK: _____ LOT: _____

PROPERTY OWNER:

NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

COMPANY CERTIFYING HEATING SYSTEM & WATER HEATER:

COMPANY NAME: _____ PHONE: _____

ADDRESS: _____

CONTACT NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

This is to certify that a qualified technician for the above named company has inspected the heating system and water heater at subject address.

PASS:

- Tested existing heating unit under operating conditions for work; defective and missing parts, including all lines, ducts, thermostats, fuel tank, convectors, radiators, valves, grilles, gauges, registers, fittings, dampers and flue.
- Checked flue for gas leaks (carbon monoxide and sulfur dioxide).
- Flue meets code and clearance requirements for this type of heating unit and water heater.
- The system is capable or providing at least 65 degree inside temperature when outside is zero degrees.

FAIL:

- The heating system/water heater at subject property is not in good and safe operating condition at the time of inspection.

ITEMIZE ALL PARTS, REPAIRS and/or REPLACEMENTS WHICH WOULD BE NECESSARY TO BRING SYSTEM TO GOOD AND SAFE

OPERATING CONDITION. Use back of sheet if needed. _____

HEATING SYSTEM

Make: _____

Model: _____

Serial #: _____

WATER HEATER

Make: _____

Model: _____

Serial #: _____

IF APPLICABLE, name and phone number of fuel/oil provider: _____

TECHNICIAN NAME (please print): _____

TECHNICIAN SIGNATURE: _____

DATE: _____