

An application must be made in the building department room 112. The fee is \$175.00.

Dear Seller/Buyer:

If you are purchasing a property that you will be responsible for all repairs you need to apply for a **Conditional Certificate of Continued Occupancy –transfer of title only no occupancy**. If you chose not to you will be responsible to make repairs before a Certificate of Continued Occupancy is issued.

If sale is “as is” Buyer must acknowledge that they will be responsible for everything that our inspection reveals and any violation will be there responsible to correct.

The following will be required for us to issue you a **“Certificate of Continued Occupancy for Resale ---for transfer of title only – NO OCCUPANCY”**

- a. Application for “Certificate of Occupancy- resale and fee of \$175.00.
- b. Our department will perform an inspection of the property and may take pictures of the existing conditions prior to issuing a **CONDITIONAL** “Certificate of Occupancy- resale”
- c. Any failed sidewalk will be required to be repaired or replaced prior to issuing a Certificate of Continued Occupancy for Resale- Conditional
- d. A copy of “Smoke Certificate” or a waiver from Fire prevention- 201-794-5408
- e. A letter from the buyers attorney stating- that the buyer understands that the” Conditional Certificate of Occupancy for Resale” is **for transfer of title only and no occupancy** Reason for the request.
- f. **After the closing they must re-apply for a “Certificate of Occupancy for Resale” (additional \$175 fee)**. An inspection will be scheduled and pictures will be taken of the property prior to any building permits issued. After the inspection a Conditional Certificate of Occupancy/no occupancy will be issued which will permit them to take out permits and begin their renovations. The buyer will be responsible to repair or correct any thing that failed on the prior inspection. Examples are violations and/or work done without permits- Upon completion of all repairs or corrections a “Certificate of Occupancy for Resale” will be issued. If the buyer is not doing any major repairs or renovations then once all items on the original check list has been corrected a re-inspection will take place
- g. An inspection of the water valve is not required at this time for a “Conditional Certificate of Occupancy” but will be required to receive a Certificate of Continued Occupancy for resale once all construction is completed.
- h. Once all items have been satisfied a Certificate of Continued Occupancy will be issued.

A “Certificate of Continued Occupancy for Resale” is required for any transfer of title in a one and two family dwelling. If this is a flip then they will need to apply as the seller when they are ready to sell.

