

Borough of Woodland Park

Department of Inspection
Construction Code Enforcing Agency

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Construction Official
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CO Application Process Certificate of Occupancy

Attached are the forms to obtain a Certificate of Occupancy. Please fill out each one respectively. Also enclosed is a list of items the Building Department Inspectors will look for. The fees are as follows: 1 family rental/resale/\$100.00, 2 family rentals \$100 per unit, multiple unit (per unit) \$100.00. We need one form of ID for EVERYONE that is moving in. The ID can be a copy of a driver's license, passport or birth certificate. Again, 1 form of ID for everyone is required. The Water Dept. will determine if your water meter is compliant if you use town water. If the meter is not compliant you need to pay the fee in our Water Department located at 5 Brophy Lane, then contact the DPW Department at 973-256-1264 x1 to schedule the meter replacement. We also check if there are any open permits and they need to be closed out/inspected before the CO is issued. Once the paperwork is satisfied, we can schedule our inspection which is done Monday-Friday from 10-12.

Fire applications please fill out the required information and look at the list that the Fire Bureau supplied. They will contact whoever is listed on the application to set up their inspection. Their fee has three tiers: \$50.00, \$100.00 and \$150.00 you pick the fee. If you need the inspection fast you will pay one of the higher fees if you have some time, you can pay the \$50.00 fee it's up to you. If the Fire inspection passes the Fire Certificate will be issued at the time of the inspection. The Fire Bureau will forward a copy to us the next morning and then we can issue our certificate.

We need two separate checks, both made payable to the Borough of Woodland Park. We take cash as well, no debit or credit cards.

So, in summary, once you pass our inspection, fire, the water meter is compliant and there are no open permits we will write up the Certificate of Occupancy for a sale. For rentals it can take a little longer if the house was built prior to 1978.

For **residential rentals, if the home was built prior to 1978** we also need a lead certificate that determines if the house is lead safe or lead free. We will provide you with a letter from **LEW Environmental Services**. There is a fee that will be **paid to them** for \$250.00 plus a fee of \$20.00 per unit which goes to the Lead Hazard Control Assistance Act Fund under the administration of the New Jersey Department of Community Affairs and a \$25.00 administrative fee paid to the municipality (total \$295.00). For a visual inspection the certificate is completed in LEW's system and emailed to the property owner within 3 days, sometimes immediately. It will also be available to the building department at the same time. If the dust wipe sample fails, then the sample needs to go to the lab for clearance which can take 10 days.

Also needed is proof of the homeowner's liability insurance. If the home is landlord occupied the liability needs to be \$300,000.00 if not landlord occupied the liability needs to be \$500,000.00.

Building Department
Woodland Park, NJ