

CO application process to obtain a 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 rental \$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 application please fill out required information and look at the list that the Fire Bureau supplied. They will contact whomever you list 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 would 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 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 **residential rentals if the home was built prior to 1976** we also need a lead certificate that determines if the house is lead safe or lead free along with a copy of the homeowners insurance. If the home is landlord occupied the liability needs to be \$300,000.00 if not land lord occupied the liability needs to be \$500,000.00.

Building Department
Woodland Park,NJ