

BOROUGH OF WOODLAND PARK
DEPARTMENT OF INSPECTIONS
5 Brophy Lane, Woodland Park, NJ 07424
(973) 345-8100 Ext 103

Inspection Date _____

Continued Certificate of Occupancy / Dwelling Certificate
Pursuant to Borough Ordinances 22-50.2 & 14.14

Hours- 10am-12pm

RESIDENTIAL RESALE

DATE: ____/____/____

APPLICATION FILE# _____

BLOCK _____ LOT _____

ZONE _____

ADDRESS OF PROPERTY: _____

APT# _____ FLOOR _____

CURRENT PROPERT OWNER

NAME: _____

ADDRESS: _____

PHONE#: _____ CELL#: _____

NEW TENANTS: _____

CURRENT ADDRESS: _____

PHONE: _____ CELL: _____

Please list all Occupants information on the "Dwelling Certificate". You must provide Photo I.D.'s of All Occupants. (Adults Driver licenses and Birth Certificates/Passports of Children).

If a Cooperation, you must provide Photo I.D. of the President or Management Company Agent. Also provide Photo I.D.'s of all Adult Tenants and Copies of Birth Certificates/Passports for Children Occupying each unit, if applicable.

One-Family ☐ Two-Family ☐ Multi Family ☐ (# of apt)
1- Family Fee: \$100 2-Family Fee: \$200.00 Multi-Family Fee: \$100.00 Per Unit

Owner/Agent Signature: _____

Phone/Cell #: _____

FOR OFFICE USE ONLY

FEE PAID \$ _____ CASH _____ CHECK# _____ DATE: _____

RECEIVED BY: _____

DEPARTMENT APPROVALS:

FIRE _____ BUILDING _____ ZONING _____ DPW _____ Open Permits _____

Year Built _____ Lead Free _____ Lead Safe _____ NJ Required Insurance _____

INSPECTED BY _____ DATE _____

Borough of Woodland Park

Department of Inspections

Dwelling Certificate

Address: _____ Apt# _____ Fl# _____

Number of Adult Occupants _____

Husbands Name: _____

Wife's Name: _____

Single Adult's Name: _____

Relationship to Occupant(s) _____

Number of Children _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

We Certified that all Statements are true. I/We are aware that if any of the above Statements made by Me/Us are willfully false. We are subject to Legal Action.

Signature of Owner/Agent

Print Owner/Agent

Date: _____

WOODLAND PARK DEPT. OF INSPECTIONS
CERTIFICATE OF OCCUPANCY / DWELLING CERTIFICATE
PROCEDURES & FEES

Borough of Woodland Park Ordinance 22-5.2 requires a new Certificate of Occupancy on the resale of all non-residential buildings and on any change of tenant in an existing building. The cost for a "commercial" C.O. is \$.04 per sq. ft. of area to be rented or sold.

Borough of Woodland Park Ordinance 14-14 requires a new Certificate of Occupancy prior to the sale of all residential property and/or the rental of a residential home or apartment. The cost for a "residential" C.O. is as follows.

- 1.) Resale of a one- or two-family home - \$ 100.
- 2.) Rental of a single-family home or an individual apartment in a two-family home - \$ 50. per unit
- 3.) Resale or rental of a multi-family (3-family or more) - \$ 40. per unit

The following information must be provided to the Code Enforcement office when application is made for a residential certificate of occupancy:

- | | |
|---------|--|
| RESALE: | <ol style="list-style-type: none">1.) a photo I.D. of the buyer. If a corporation, a photo I.D. of the president. If a management company is used, the agent's photo I.D. must be provided.2.) a list of all tenants existing and/or proposed for every apartment must be provided along with a photo I.D. of the prime tenant for each apartment |
| RENTAL | <ol style="list-style-type: none">1.) a photo I.D. of all adult tenants and a non-photo I.D. of all minors must be provided |

Upon receipt of an application for a commercial certificate of occupancy an inspection shall be conducted by the Code Enforcement office and the Fire Official's office to determine compliance with Building and Fire Codes and local zoning criteria. A C.O. cannot be issued until both the Fire Official and Code Enforcement Official sign off on (approve) the premises.

For the resale of a one- or two-family dwelling, in addition to a certificate of occupancy, a smoke detector/carbon monoxide detector/fire extinguisher certificate must be obtained from the Fire Official's office. A certificate of occupancy cannot be issued unless and until the certification has been obtained and copy provided to the Code Enforcement office.

On the resale of a multi-family and/or the rental of an apartment in a multi-family, an inspection shall be conducted by the Code Enforcement office. Each apartment must be provided with a fire extinguisher, plus smoke detectors and carbon monoxide detectors (can be battery-operated) installed within 10 feet of all sleeping areas.

Pursuant to Borough of Woodland Park Ordinance 14-14, all property owners requesting a residential certificate of occupancy either for a resale or rental must have wireless water meter reading capabilities, if the home is serviced by the W. P. Water Co.

Property owners must coordinate with the Superintendent of the DPW and obtain a sign-off to be presented to the Code Enforcement office before a Certificate of Occupancy can be granted.

BOROUGH OF WOODLAND PARK
DEPARTMENT OF INSPECTIONS
5 BROPHY LANE, WOODLAND PARK, NJ 07424

CHECKLIST FOR CERTIFICATE OF OCCUPANCY

1. Make sure walkways are in good condition: not broken or lifted, as these can cause tripping conditions.
2. All exterior stairs are to be in good condition and must have handrails.
3. All roofs to be in good condition.
4. Gutters and leaders must be in good condition.
5. Paint should at least be in fair to good condition on exterior.
6. Repair all broken window glass.
7. Street number must be posted on or close to the door, regardless of where it might be posted elsewhere on the property.
8. All garbage and trash must have been removed from the property.
9. No unregistered vehicles or car parts can be stored on the property.
10. All overgrowth must have been cut back and cleaned up.
11. Smoke detectors must be on each level and within 10' of bedrooms.
12. Installed carbon monoxide detectors must be within 10' of bedrooms.
13. Fire extinguishers are required and must be in compliance with N.J. Div. of Fire Safety regulations.
14. All interior stairs must have handrails.
15. Installed dead bolt locks on exterior doors must have thumb latches on the inside (not a key lock).
16. Basement kitchens or bathrooms, installed without a building permit, must be removed.
17. Plumbing wastes and water supply lines must be in good condition and must not be leaking.
18. If you have sump pump, it must drain to the outside of the building and cannot be connected to the sewer line.
19. All heating equipment and hot water heaters must be vented into the chimney, and the sewer line must be sealed.
20. All water heaters, boilers and furnaces must be vented properly.
21. Extension tube on water heaters must go from relief valve to within 12" from the floor.
22. A "Licensed Professional" must certify that a septic system is functioning properly and is in compliance with all DEP requirements. **Applies to "Resale" of property only.**

Borough of Woodland Park

Department of Public Works

JOHN PIETROWSKI, JR.
Superintendent



Passaic County, NJ
One Browertown Road
Woodland Park, NJ 07424
(973) 256-1264
Fax: (973) 256-3935
Email: jpietrowski@wpnj.us

WOODLAND PARK WATER DEPARTMENT

WATER METER COMPLIANCE

APPLICATION

PER ORDINANCE 22-23

Homeowner Name: _____

Realtor Company: _____

Water Service Address: _____

Realtor Contact: _____

Homeowner Phone# _____

Realtor Phone# _____

Date Meter Install Needed by: _____
(DONOT ENTER ASAP)

This application **MUST** be submitted to the Water office (Mon-Fri, 8:30am to 4:30pm) located at 5 Brophy Lane, Woodland Park, NJ **AT LEAST 2 WEEKS PRIOR** to the closing date and/or any occupancy change.

Upon submission of this application, payment is secured for the cost of the meter upgrade, and an inspection of the curb box will be performed by the Department of Public Works (DPW). Upon installation, a Certification form for same will be completed by the DPW.

OFFICE USE ONLY

ACCOUNT#: _____

CURRENT METER TYPE: _____

APPOINTMENT DATE: _____

METER COST: _____

BLOCK#: _____

LOT#: _____

Borough of Woodland Park

Department of Inspection
Construction Code Enforcing Agency

Allan Burghardt

Construction Official
Asst. Zoning Officer



Passaic County, NJ
5 Brophy Lane
Woodland Park, NJ 07424
Office: (973) 345-8100 ext:208
Fax: (973) 345-3729
Email: aburghardt@wpnj.us

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