

**NOTE:**

A RESIDENTIAL CERTIFICATE OF CONTINUED OCCUPANCY IS REQUIRED PRIOR TO THE RENTAL OR RESALE OF 1-, 2- AND MULTIPLE-FAMILY DWELLING UNITS.



Code Enforcement Bureau  
295 Closter Dock Road  
Closter, New Jersey 07624

Phone: (201) 784-0600 ext. 441 ♦ Fax: (201) 784-4711 ♦ Email: construction@closternj.us

## Residential Certificate of Continued Occupancy (RCCO) & Lead Paint Instructions

### FIRE PREVENTION BUREAU REQUIREMENTS

- 1.) Schedule inspection with Fire Marshal (available Saturdays):
  - ▶ PHONE: (201) 768-3698 / EMAIL: fireprev@closternj.us;
  - ▶ INSPECTION FEE: \$50.00;
- 2.) Inspection Requirements:
  - ▶ smoke detectors (1 per floor including basement and 1 within 10' of all bedrooms);
  - ▶ carbon monoxide units (1 within 10' of all bedrooms);

### BUILDING DEPARTMENT REQUIREMENTS

- 1.) Submit RCCO & Lead Paint application and fee:
  - ▶ abate Zoning and Property Maintenance Violations;
  - ▶ finalize/close out open Construction Permits;
  - ▶ provide signature page of purchase and sale contract indicating all parties appearing on new deed (resales only);
  - ▶ provide Lead-Safe Paint Certificate issued by third party (if Borough is not performing Lead-Safe paint inspection) or Lead-Free Paint Certificate issued by third party (Lead-Safe/Lead-Free Paint Certificates are required for rental units constructed and issued Certificates of Occupancy prior to January 1, 1978);
  - ▶ "Lead-Safe" is defined as there being presence of lead paint on-site, either on interior/exterior of structures or on land, but it has been covered/stabilized via painting (determined by visual inspection and re-inspection is required every 2 years);
  - ▶ "Lead-Free" is defined as absence of lead paint on-site both on interior/exterior of structures and on land (determined by laboratory testing and Certificate is valid for life of structures);
  - ▶ RCCO INSPECTION FEE: \$100.00 for (1) dwelling unit (\$40.00 for each additional unit);
  - ▶ LEAD-SAFE PAINT INSPECTION FEE: \$220.00 per dwelling unit;
  - ▶ FILING FEE: \$50.00 (if Lead-Safe/Lead-Free Paint inspection is performed by third party in lieu of Borough);
- 2.) Schedule inspection with Construction Official (available Mondays to Fridays between 8:30AM and 11:30AM):
  - ▶ PHONE: (201) 784-0600 ext. 441 / EMAIL: construction@closternj.us;
- 3.) Inspection Requirements:
  - ▶ abate all hazardous or unsightly buildings, appurtenances and conditions including but not limited to Borough sidewalks, private walkways, gutters, downspouts, windows, exterior cladding, wiring, venting, surface water (discharge to/from neighboring properties), fencing/swimming pool barriers and interior/exterior handrails on stairs consisting of 3 risers or more;
  - ▶ disconnect/reroute sump pumps from Borough's sanitary sewer system (Construction Permit required);
  - ▶ remove double-key locks on primary exterior door;
  - ▶ display Borough-recognized street address as number (not in words) on front of principal building;