

**MARLBORO TOWNSHIP
COMMUNITY DEVELOPMENT
1979 TOWNSHIP DRIVE
MARLBORO, NEW JERSEY 07746
732 536-0200 EXT 1809**

**RESIDENTIAL CONTINUING CERTIFICATE OF OCCUPANCY (CCO)
PROGRAM**

Pursuant to Section 278-2 of the Township Code, a CCO is required prior to the sale, transfer, lease or rental of a property. The purpose of the program is to ensure the safety of new residents by confirming that all homes are in compliance with the provisions of the International Property Maintenance Code as well as applicable Township Ordinances.

REQUIREMENTS:

Note that all forms must be submitted complete with the requested buyer's information and closing date. Incomplete applications will be returned to the applicant.

Form	Single Family	Rental Unit	Multi Family home which is four or fewer units
Home Improvement	Required	Required	Required
Chimney	Required	Required	Required
Heating, Ventilation and Air Conditioning (HVAC)	Required	Required	Required
Septic	Required Monmouth County Health Dept.	Required Monmouth County Health Dept.	Required Monmouth County Health Dept.
Well Water	Required Monmouth County Health Dept.	Required Monmouth County Health Dept.	Required Monmouth County Health Dept.
Lead	Required if pre-1978 construction	Required if pre-1978 construction	Required if pre-1978 construction
Insurance	NA	Required	Required

- **Home Improvement Form:** Completed by the applicant to confirm whether there are any open construction permits or the construction of accessory work has taken place without the required zoning or construction permits. If it is determined that zoning or construction permits are required, the permits must be applied for, work inspected and approval granted before a CCO may be issued.

- HVAC and Chimney Inspection: Scheduled by the applicant and performed by private entities licensed by the State of New Jersey. Note the HVAC and Chimney inspections are only valid for 90 days.
- Septic or Potable Well Water Inspection: Scheduled by the applicant and conducted by the Monmouth County Department of Health (732-431-7456).
- Lead Inspection: Pursuant to State Statute (P.L. 2021, c. 182), all residential properties built before 1978 must have an inspection by a lead evaluation contractor certified by the NJ Department of Community Affairs*.
 - *Township inspectors who have received the requisite training (TBD) may also perform lead inspections.*
- Certificate of Insurance: Pursuant to State Statute (P.L. 2022, c. 92), the owner of a business or rental unit or units shall maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence. The owner of a multifamily home which is four or fewer units, one of which is owner-occupied, shall maintain coverage with limits in an amount no less than \$300,000.

TOWNSHIP FEES:

Single Family dwelling	\$125.00
Apartment (not condominium)	\$100.00
Re-inspection (failed inspections and no-show inspections only)	\$75.00
Lead inspection	Not currently available
Fire Certificates* - Application received 10 days before change of occupancy as per 5:70-2.9 of the Marlboro Twp. Code	\$ 45.00

**Fire Certificate applications submitted with less than 10 days before change of occupancy shall be subject to additional fees as set forth in NJAC 5:70-2.9.*

- All fees must be received before the CCO inspection appointment will be made, including fees for re-inspection if applicable.
- A CCO inspection cancelled within 24 hours of the scheduled date will not be charged to reschedule.

HOW TO SUBMIT AN APPLICATION:

- Hard copy, may be submitted to the Township Zoning Office during normal business hours of 8:30 am-4:30 pm.
- Hard copy, may be submitted 24 hours per day in the drop box located in the vestibule at the main entrance of the Township. Please indicate “Zoning Office CCO” on envelope.
- On-line via the Township Portal, available utilizing the following link: <https://www.sdlportal.com/towns/nj/monmouth/marlborotwp/requests/certificate>. Select “(Residential, Rental or Apartment Rental) Certificate of Continued Occupancy – Non-UCC”, complete the form and submit.

HELPFUL HINTS:

Applications take a minimum of two weeks to be processed and may take longer during the summer months. Even if you are not planning on selling your home in the near future, a few proactive steps well in advance of listing your property can save a lot of time down the line:

- File an Open Public Records Act (OPRA) request with the Township Clerk’s office for a list of all open permits for your property at www.marlboro-nj.gov/documents/forms-permits-licenses.
- Are you aware of any construction that may have taken place at your home for which permits were not secured (ex. finished basements, sheds, decks, raised patios and gazebos)? If so, contact the Construction Office at 732 536-0200 x1800 or building@marlboro-nj.gov and make application for the necessary permits.

QUESTIONS?

Call 732 536-0200 ext. 1809 or e-mail Zoning@marlboro-nj.gov.