

**Township of Marlboro**  
Department of Zoning/Code Enforcement  
1979 Township Drive  
Marlboro, NJ 07746-2229  
(732) 536-0200 Ext. 1240 Fax: (732) 617-7225  
[www.marlboro-twp.gov](http://www.marlboro-twp.gov)

Sarah Paris  
Zoning/Code Enforcement Officer

APPLICATION FOR CCO (Non UCC)  
RESIDENTIAL RESALE/RENTAL CERTIFICATE

CHANGE OF OWNERSHIP/CHANGE OF OCCUPANCY

PLEASE READ ALL INSTRUCTIONS CAREFULLY AND **PRINT CLEARLY.**

IF YOU HAVE ANY QUESTIONS, PLEASE CALL: 732-536-0200 Ext. 1809

Checklist for Continued Certificate of Occupancy (CCO Non UCC)  
**RESIDENTIAL Resale/Rental**

All Applications must be completely filled out. The Application will not be accepted if all information requested is not complete.

A Heating, Ventilation and Air Conditioning Company (HVAC) must inspect the furnace.. Attached is a furnace checklist that must be completely filled out by the technician at the time of furnace inspection and submitted with the CCO Application. NJR Home Services or any other HVAC technician who will not fill out the checklist attached, cannot do the furnace inspection. CO readings on HVAC form must be filled out.

A Certified Chimney Sweep Company must inspect wood-burning/gas fireplace/stove and the receipt is to be submitted with the CCO Application. If you have a gas fireplace that is vented you must have a chimney inspection and submit receipt with CCO Application. If gas fireplace is ventless (Fireplace doors can't be opened), then a chimney inspection is not needed.

If you have well and septic you must submit certification from Monmouth County Board of health (732) 431-7456 with your CCO Application.

Please circle Buyer or Tenant. If someone other than the seller signs the application and smoke detector certification, a letter authorizing them to do so by the property owner, must accompany the application. The certification you sign is stating that the smoke detectors and carbon monoxide detectors work.

If you are selling an "Affordable" unit, you must submit a letter of approval from the State of new Jersey authorizing the sale.

1. Required heating in all rooms, to include bathroom/kitchen.
2. All walls/ceilings must have cracks filled, sanded (to uniform wall) and must be painted.
3. Please open all windows for inspector. Windows must be operable and must have sash cords, where applicable. Vapor seal in insulated windows must be intact (no condensation). All windows must hold in open position. The inspector must have access to all windows and doors.
4. If unit is paneled, all paneling must be secured to wall (not loose or damaged).
5. Any tiles in drop ceiling that are stained, damaged, or missing must be replaced or repaired.
6. All electrical outlets and switches must have covers and visible wiring must be in good condition. Service entrance cable to electrical panel not frayed or

- worn. Electrical service panel box (circuit breaker box) should have no opened knockouts (openings).
7. All utilities must be clean and in working order (sinks, stoves, tubs, refrigerators, etc.). All utilities must be turned (electric, gas, water, etc.).
  8. Glass must be replaced on cracked or broken windows. All windows must be operable.
  9. Plumbing fixtures must be operable (drains, handles, hot and cold water, etc.). Cold water on right side, hot water on left side.
  10. All handrails must be secured. Any broken or missing spindles must be replaced. Any stairway that measures 30 inches in height or four (4) risers must have a handrail.
  11. Smoke detectors for homes. If your detectors are connected to central station you must submit a letter stating that the smoke detectors are in working order.
  12. Carbon monoxide detectors must be installed in the hallway (within 10 feet) of bedroom areas (battery operated or plug-in).
  13. Portable fire extinguisher required. Must be rated for residential use consisting of a 2A:10BC type, no larger than a 10 pound rated extinguisher and mounted in plain view on exit wall within 10 feet of the kitchen area. Must be visible and cannot be mounted more than 5 feet above the floor.
  14. All rooms, closets and bathrooms must have doors.
  15. All kitchen and bathroom cabinets must be securely fastened to wall, be clean and have a means to open and close cabinets.
  16. Units must be free of infestation, rodents and insects.
  17. All units must have a house number. Minimum 3" in height. Numbers must be on the house.
  18. Chimney receipt required for wood-burning stove/fireplace/boiler/vented gas fireplace must be submitted with the application.
  19. Well and/or septic certification required from Monmouth County Planning Board (732) 431-7456 and this certification must be submitted with the Application for CCO.
  20. No sump pumps connected to sanitary sewer.
  21. All interior rooms must be broom clean (including basement, garage and attic).
  22. All front doors inside the house shall be opened readily by the use of a thumb lock. The use of an inside front door key is not allowed.
  23. Excessive squeaky floors must be repaired.
  24. All open permits must be closed out prior to issuance of a Continued Certificate of Occupancy.
  25. Pool Gates – must swing out from pool, must be self closing and self latching, and latch release mechanism must be 54" high.
  26. Dryer vent – hose connected from the dryer vent to the wall must be with a metal connector.
  27. Decks – must be structurally safe and sound (stairs, railings, support, etc.).

28. Pointe de Jardin homeowners – If you have an attic pull down stairs, you must submit a letter from a licensed Engineer stating that the trusses were repaired and steps removed. Ceiling must be closed up. No unauthorized access beyond the sheetrock.
29. Orchard Homeowners – Rooms in the garage are not allowed.
30. Glenbrook Estates - was not build with attic pull down stairs, or skylights and storage in the attic. Permits must be approved for these items.

IT IS ILLEGAL TO DO WORK WITHOUT A PERMIT. ADDITIONS, BASEMENTS, RENOVATIONS, DECKS, ETC. ARE ILLEGAL WITHOUT PERMITS.

1. All exterior walls, exterior foundations, doors, windows, steps, railings, chimney, roofing, soffits, overhangs etc., to include all exterior structural members and non structural members shall be in sound condition and properly surfaced coated, to include accessory structures and boarded openings
2. Basement window openings shall be protected to prevent rodent pest intrusion, rain, etc.
3. Should be free of noxious weeds, plant growth, rubbish, garbage, debris, etc.
4. Premises graded to prevent stagnant water.
5. Driveways, sidewalks, paved areas shall be maintained and in proper state of repair.

NOTE: THIS CCO INSPECTION IS TO BE IN NO WAY INTERPRETED AS A STRUCTURAL INSPECTION.

FOR YOUR PROTECTION YOU MAY WISH TO OBTAIN AN ENGINEERING OR STRUCTURAL ANALYSIS.

REMEMBER TO READ THE ABOVE AND DO A WALK THROUH. IF YOU FAIL THE INSPECTION THERE WILL BE A \$75.00 REINSPECTION FEE.

PLEASE SCHEDULE YOUR REINSPECTION IN A TIMELY MANNER IN ORDER TO AVOID THE APPLICATION BEING DEEMED NULL AND VOID.

MARLBORO TOWNSHIP  
1979 Township Drive  
Marlboro, NJ 07746  
(732) 536-0200, Ext 1809

C.C.O (Non UCC) .# \_\_\_\_\_ Use Group \_\_\_\_\_

**APPLICATION FOR CONTINUED CERTIFICATE OF OCCUPANCY (Non UCC)**

Date \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Application is hereby made for inspection approval and issuance of a Certificate of Continued Occupancy (Non UCC) for the following structure as provided by Township Ordinance Chapter 278-2.

Structure Address: \_\_\_\_\_

Name of Present Owner: \_\_\_\_\_

Owner's Present Address: \_\_\_\_\_

Owner's Future Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Work or Cell Number: \_\_\_\_\_

Name of BUYER or TENANT: \_\_\_\_\_

Present Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Agent of Seller: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Agent of Buyer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Closing Date (if available) \_\_\_\_\_

- All fees must be paid at time of application. Payment can be made by check, money order, or a certified check.
- The fees are NON-REFUNDABLE.
- RESIDENTIAL SALE OR RENTAL FEE: \$100.00
- RESIDENTIAL SMOKE DETECTOR CERTIFICATE FEE: \$35.00
- COMMERCIAL RENTAL OR SALE FEE: \$100.00
- COMMERCIAL SMOKE DETECTOR CERTIFICATE FEE: \$10.00
- REINSPECTION FEES: \$75.00

The fees for the CCO and smoke detector must be two separate checks.

All one family dwellings (rented, leased, or sold) shall be required to apply for a Certificate of Smoke Detector Compliance as required by law.

Please make checks payable to Marlboro Township

Failure to make application for CCO and Smoke Detector is punishable by fine.

SIGNATURE OF APPLICANT

THERE ARE NO OPEN PERMITS FOR THIS BLOCK/LOT

\_\_\_\_\_

\_\_\_\_\_ Representative of the Construction Department Signature

Please indicate the following usage:

City Water \_\_\_\_\_ Sewer \_\_\_\_\_ Well \_\_\_\_\_ Septic \_\_\_\_\_





**Marlboro Township Fire Prevention Bureau**  
**1979 Township Drive, Marlboro, New Jersey 07746**

**Application for Certificate of Smoke Detector, Carbon Monoxide Detector, and Residential Fire Extinguisher Compliance for One & Two Family Dwelling**

Dwelling Location: Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Dwelling Address: Street: \_\_\_\_\_

Municipality: Marlboro Township County: Monmouth

**Note:** The owner of the above referenced dwelling or authorized representative shall conduct the below inspections. All Boxes must be checked off for full compliance with N.J.A.C. 5:70-4.19, NFPA 74-1984, and NFPA-720

**I Smoke Detector Compliance Requirements:**

- On each level of dwelling, including basements, but excluding unoccupied attic or crawl space.
- Outside of each separate sleeping area and within 10 feet of all bedrooms.
- All smoke detectors are fully maintained and operational.

The smoke detectors are not required to be interconnected. Battery powered detectors are acceptable but must be listed in accordance with ANSI/UL 217. **Note:** A/C electric powered smoke and interconnected smoke detectors that were installed in homes constructed after January 1977 shall be maintained and fully operational.

**II Carbon Monoxide Detector Compliance Requirements:**

- Single station detector installed in the vicinity of all sleeping areas.
- All carbon Monoxide detectors are fully maintained and operational.

Carbon monoxide detectors may be battery-operated, hard-wired, or plug-in type and shall be listed and labeled in accordance with UL-2034 and installed in accordance with NFPA-720. They are required in dwellings with fuel burning appliances or attached garage.

**III Portable Fire Extinguisher Compliance:**

- At least (1) portable fire extinguisher hung on manufacture bracket within 10 feet of kitchen area and not more than 5 feet above floor. (Hung near a room exit or travel path that provides an escape route)
- Unit is an approved ABC type with a minimum rating of 2A:10B:C and shall not weigh more than 10 lbs.
- Unit is fully visible, readily accessible for use, fully charged tagged and operable, with operating instructions visible. (New fire extinguishers are not required to be tagged as long as proof of purchase or receipt is available.)

Certificate Applicant:

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

This not transferable. If the change in occupancy specified does not occur within 6 months, a new application is required.

I do hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I will be subject to penalties being assessed.

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Applicant Signature

Check #: \_\_\_\_\_

\_\_\_\_\_  
Printed Name