



Borough of Brooklawn

Date of Application: _____

Construction/Zoning/Code Enforcement
301 Christiana St. – Brooklawn, NJ 08030
Phone: 856-456-0750 Ext. 104 Fax: 856-456-1874
Email: taxcollector@brooklawn-nj.com

Application for Certificate of:

- Residential Dwelling RESALE FEE = \$ 100.00
- Commercial Property RESALE FEE = \$120.00 Cash ___ or Check # ___
- CO Reinspection FEE = \$50.00
- Change of Tenant FEE = \$100.00
- Change of Ownership / Tenant Fee No Fee

Address: _____ **Block:** _____ **Lot:** _____

Owner of property: _____ **Phone #** _____

Address of owner: _____ SAME AS ABOVE

Address – City, State and zip code MUST BE LISTED if different than address applied for

Realtor / Agent: _____ **Phone #** _____

Tenant / Buyer of property: _____ **Phone #** _____

Move-in / Settlement Date: _____ **Lock Box #** _____

INSPECTION: (See attached checklist for inspection requirement guidance)

Date: _____ **Time:** _____

Please Note:

CO Inspections for **Residential Sales or Commercial Properties** are on Monday or Wednesday between 3:30 – 5:30 pm by appointment

CO Inspections for **Rental properties** are on Tuesday or Thursday between 10 am – 12 noon

Application and fee must be received prior to scheduling any inspection

If application and fee is mailed in, address to "Attn: CO Dept." with a check made payable to: Borough of Brooklawn. You are required to call our office to schedule the inspection once we've received the completed form and payment

Inspection report to be:

Mailed to the owner _____ Picked up _____ Emailed to: _____

Signature of Applicant: _____ Print name of Applicant: _____

Water Final Reading Request: \$25.00 - Payment by check (payable to Borough of Brooklawn) cash or money order

Please note: If settlement date is within 3 days from the date of application, the fee is \$100.00

Contact information to send final water read to:

Certificate of Occupancy Check List

1. Property must be clear of garbage and refuse (interior & exterior)
2. Sidewalks, service walk and driveway aprons must be free of damage
3. Exterior steps must be no higher than the maximum 8 ¼ rise
4. Property must have a smoke detector on each floor
5. Property must have a CO detector in the vicinity of each bedroom.
6. All lighting fixtures must be globes
7. Exterior of the building must be up to the Borough's property maintenance standard.
8. All stairs must have a continuous graspable handrail
9. Roof must be in good condition
10. GFCI receptacles are required for all outlets within 6 feet of water
11. All steps must be closed in or have spindles not more.
12. All slots in the electrical panel must be filled with breakers or blanks
13. Covers must be on all receptacles and switch plates
14. Hot water heater must have a down pipe within 6" off floor
15. The electric service cable must be in satisfactory shape
16. All doors and windows must be functioning properly
17. Sump pumps must be discharges to the exterior of the house
(it may not be discharged into the sanitary line)
18. Smoke pipes for the heater and hot water heaters must be properly sealed
19. Must have a 2A:10B:C fire extinguisher within 10 feet of the kitchen and 5 feet off the floor

This list is strictly for illustrative purposes and is not necessarily all inclusive for every property.

Additional requirements may be required