



**BOROUGH OF TINTON FALLS**  
**CODE ENFORCEMENT-ZONING DEPARTMENT**  
**556 TINTON AVENUE**  
**TINTON FALLS, NEW JERSEY 07724**  
**PHONE: (732)542-3400 x228 FAX (732)578-9003**

APPLICATION FOR CERTIFICATE OF CONTINUED OCCUPANCY

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BLOCK: \_\_\_\_\_ **\$50.00 FEE PAYABLE TO:**  
**BOROUGH OF TINTON FALLS**

LOT: \_\_\_\_\_ DATE \_\_\_\_\_ CASH \_\_\_\_\_ CHECK# \_\_\_\_\_

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**PROPERTY ADDRESS:** \_\_\_\_\_

PRESENT OWNER NAME: \_\_\_\_\_  
*(First & Last Names)*  
 ADDRESS & ZIP CODE: \_\_\_\_\_

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**DESCRIPTION OF PROPERTY:** HOUSE:  TOWNHOUSE:  CONDO:  APT

**NUMBER OF BEDROOMS:** \_\_\_\_\_ **Mt. Laurel Unit:** Yes  No   
**Active Adult Community:** Yes  No

**APPLICATION IS BEING MADE FOR:** RESALE:  RENTAL:

**ACCESSORY HOME STRUCTURES:** \_\_\_\_\_ **POOL** \_\_\_\_\_ **SHED** \_\_\_\_\_ **GARAGE**  
 (CURRENTLY ON PROPERTY) \_\_\_\_\_ **PATIO** \_\_\_\_\_ **DECK** \_\_\_\_\_ **FENCE**  
 \_\_\_\_\_ **FINISHED BASEMENT**

*All of the above required permits to have been installed therefore a permit is required for each structure in order for your CCO application to be accepted.*

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NAME OF BUYER/TENANT: \_\_\_\_\_  
*(First & Last Names)*

LIST THE PERSONS WHO WILL **OCCUPY** THE DWELLING UNIT:

\_\_\_\_\_

\_\_\_\_\_

**FEEES ARE NOT REFUNDABLE** SUMMONS WILL BE ISSUED FOR FAILURE TO OBTAIN CCO FOR ANY UNIT

**By the issuance of this Certificate, neither the Borough nor any of its officers or employees assume any liability, either expressed or implied, in connection therewith.**

APPLICANT'S SIGNATURE \_\_\_\_\_ PHONE# \_\_\_\_\_  
 INSPECTION DATE REQUESTED \_\_\_\_\_

**Section 2: External Certification Items**

**The property contain the following which must be CERTIFIED by PROPER Authorities (PLEASE CHECK ALL THAT APPLY)**

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WELL [ ] SEPTIC [ ] WOOD BURNING FIREPLACE [ ] GAS FIREPLACE [ ]

*In order to obtain CCO, the seller/agent is solely responsible for a **HEAT CERTIFICATION FOR THE FURNACE, ALL OF THE ABOVE require documentation** – Well water must be tested by a state certified lab. Septic system must be inspected, certified and cleaned out if required.*

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1. OWNER SECTION (to be completed if applicant is owner in fee)

( ) I CERTIFY THAT THIS DWELLING AND ALL OTHER STRUCTURES ON THE PROPERTY MEET THE ZONING REQUIREMENTS OF THE BOROUGH OF TINTON FALLS.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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2. I attest to the fact that **NO** rubbish/debris/bulk garbage will be left on this property prior to new occupancy.

Owner [ ]

Buyer [ ]

Agent [ ]

***FAILURE TO COMPLY WILL RESULT IN RETRACTION OF CCO AND A SUMMONS WILL BE ISSUED. THIS APPLIES TO ALL PROPERTY WITHIN THE BOROUGH OF TINTON FALLS.***

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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3. REALTOR/AGENT SECTION (to be completed if applicant is not the owner in fee)

( ) I AGREE TO ADVISE HOMEOWNER THAT ALL ADDITIONS AND ACCESSORY STRUCTURES ON THE PROPERTY MUST MEET THE ZONING REQUIREMENTS OF BOROUGH OF TINTON FALLS.

REALTOR/AGENT NAME \_\_\_\_\_ *(Please print or type)*

ADDRESS \_\_\_\_\_

CITY & ZIP CODE \_\_\_\_\_, \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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**CHECKLIST FOR**  
**RESIDENTIAL CERTIFICATE OF CONTINUED OCCUPANCY**

**This partial checklist is to be used by residents as a convenience list and is not to be the definition of codes. The list does not cover everything but is provided to give an IDEA of what residences most commonly fail for. In absolutely no way does this list constitute all of the reasons which a home may fail CCO inspection**

**EXTERIOR OF BUILDING**

- |   | (Code Section) |
|---|----------------|
| 1. Condition of gutters, downspouts & leaders   | 304.6          |
| 2. Condition of sidewalk, driveway, apron & handrails.  | 702.9 & 303.3  |
| 3. Condition of accessory structures (i.e. sheds, fences, etc.)   | 303.7          |
| 4. All windows & doors in habitable rooms must have screens in good condition.  | 304.12         |
| 5. Condition of chimney & flashing.   | 304.9          |
| 6. Condition of façade of structure (paint, siding, stucco finish, etc.)  | 304.5          |
| 7. All exterior & interior stairs with four (4) or more risers or more than 30 "above ground level must have handrails. | 702.9          |
| 8. Grounds around buildings must be free of debris (garbage/rubbish).   | 306.1          |
| 9. House number to be on front of house or mailbox (min 3" high).   |                |

**INTERIOR OF BUILDING**

- |  | (Code Section) |
|--|----------------|
| 1. Every habitable space shall contain at least two separate receptacles.                        | 605.2          |
| 2. Check for lighting fixtures in hallways, stairways, bathrooms, laundry rooms & furnace rooms. | 605.3          |
| 3. All windows must be operable.   | 304.11.2       |
| 4. All broken or cracked must be replaced.   | 304.11.1       |
| 5. Check all plumbing fixtures for leaks.  | 505.1          |
| 6. Check electrical system.  | 604.0          |
| 7. Check for excess debris in attic, cellar & throughout house                                   | 306.1          |
| 8. Provide GFI outlets in all bathrooms, kitchens and laundry areas.                             |                |

**INTERIOR OF BUILDING (continued)**

	<b>(Code Section)</b>
<b>9. All interior surfaces must be in good, clean and sanitary condition</b>	<b>305.3</b>
<b>10. Gas stove &amp; gas dryer must have gas shut off valve behind each appliance.</b>	<b>603</b>
<b>11. Hot water heater must have approved pressure relief valve and extension 8" from floor.</b>	<b>506.4</b>
<b>12. Dwelling must be in a clean and sanitary condition (interior &amp; exterior).</b>	<b>303.1&amp;305.1</b>
<b>13. Check ventilation in bathrooms. Must have working window or vent fan</b>	<b>404.2</b>
<b>14. Check stove; must be clean and in proper working condition.</b>	<b>603.2</b>

**TO BE PROVIDED (prior to release of CCO)**

<b>1. Documentation by a professional that heating units are clean and in proper working condition.</b>	<b>603.1</b>
<b>2. Documentation by a professional that fireplace (wood burning or gas) is clean &amp; free from defects.</b>	<b>603.1</b>
<b>3. Documentation that septic system has been inspected and cleaned out, if required.</b>	<b>507.2</b>
<b>4. Documentation that well water has been tested by a state certified lab.</b>	<b>506.1</b>

<b>ALL UTILITIES (GAS, WATER, ELECTRIC) MUST BE OPERATING AT TIME OF INSPECTION</b>
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- **The Certificate of Continued Occupancy will be issued within a few days after final approval has been given. Please allow sufficient time when making your application and scheduling inspections and re-inspections.**
- **By issuance of the Certificate of Continued Occupancy, neither the Borough nor any of its officers or employees assumes any liability, neither expressed nor implied, in connection therein.**