

**§ 11-4.2. Certificates of Continued Occupancy (CCO)
Required: Residential Dwellings.**

- a. A certificate of continued occupancy ("CCO") shall be required for any change in occupancy, change in ownership, or change in title of any existing residential dwelling.
- b. The owner or agent of the residential dwelling is responsible for submitting the required online application and fees in accordance with this section.
- c. Property taxes shall be current prior to submitting any application for CCO.
- d. The following information and documentation shall be submitted with the application for CCO:
 1. Property address.
 2. Name, address, and contact information of present owner.
 3. Number of bedrooms.
 4. Name of buyer or tenant.
 5. Names and ages of all occupants.
 6. Heat certification for heating system by licensed HVAC technician or licensed plumber, issued no longer than six months prior to application.
 7. Woodburning stove/fireplace chimney certification (if applicable), issued by a Chimney Safety Institute of America certified chimney sweep; certification must state that the chimney/vent is free and clear of obstruction and is substantially clean of residue and is appropriately lined and sized.
 8. Gas fireplace certification (if applicable), by licensed HVAC technician or licensed plumber.
 9. Well water certification (if applicable); must be tested by a state-certified lab.
 10. Septic system certification (if applicable), by a licensed septic company.
 11. Elevator certification (if applicable).
 12. Any other information that may be deemed necessary by the Code Enforcement Official.

- e. Applications shall be processed within 15 business days; after application is deemed complete, inspections may be scheduled.
- f. The property owner shall afford the Code Enforcement Official or Code Inspector the opportunity to inspect the structure and premises and shall consent to inspection.
- g. No dwelling shall be sold or transferred unless it meets the requirements of the 2018 International Property Maintenance Code, New Jersey State Housing Code, New Jersey Uniform Fire Code, and all references to other Uniform Building Codes and local ordinances. Inspections of residential resale properties shall be limited to the property complying with the zoning regulations and exterior of property complying with the Property Maintenance Code.
- h. A certificate of continued occupancy is issued by the Borough upon a determination that an existing residential dwelling continues to remain fit for human habitation in accordance with the provisions of the 2018 International Property Maintenance Code, Ordinances of the Borough of Tinton Falls, and any other national laws, codes, rules and regulations.
- i. The Code Enforcement Official shall issue a residential CCO, provided that there are no violations of law or orders of the Construction Official, in consultation with the Zoning Officer, and it is established after site inspection and investigation of available municipal records that the alleged use of the building or structure has been made and that no violations or outstanding Zoning or Building Department permits have been determined to exist.
- j. There shall be no transfer of title if unabated zoning violations exist on the property.
- k. A residential certificate of continued occupancy shall be effective for a period of 90 days. If a dwelling fails to sell, transfer or grant with right of occupancy within this period, the owner shall submit a new application and the required fees.
- l. Any application that has not received a certificate of continued occupancy within 120 days of the initial inspection shall be closed, and a new application and fee shall be submitted.