

**THE BOROUGH OF DEMAREST**

118 SERPENTINE ROAD  
DEMAREST, N.J. 07627-2199

(201) 768-3398  
(201) 768-2581 FAX

This process takes approximately 4 to 6 weeks, so allow ample time.  
**APPLICATION FOR CONTINUED CERTIFICATE OF OCCUPANCY**  
**FOR SINGLE AND MULTI-FAMILY HOMES**

**Please circle: Resale/Rental** (Requires Landlord Registration, year built and Lead Safe Certificate if required.)  
**The applicant must make their own arrangements for having all household materials and garbage removed.**

Year Built Rentals Only \_\_\_\_\_ CCO NO: \_\_\_\_\_  
Name of Seller/Owner: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Property Location \_\_\_\_\_ Email address \_\_\_\_\_  
Agents Name & No. \_\_\_\_\_ Date of Closing \_\_\_\_\_  
House Construction Type (check one) Ranch \_\_\_\_\_ Two Story \_\_\_\_ Split \_\_\_\_  
Bi-Level \_\_\_\_\_ Contemporary \_\_\_\_\_ Colonial \_\_\_\_\_  
Number of Kitchens \_\_\_\_\_ Baths \_\_\_\_\_ Bedrooms \_\_\_\_\_ Pool (circle) Y/N  
Smoke Detector Location: 2nd Level up \_\_\_\_\_ 1st Level up \_\_\_\_\_ Main Floor \_\_\_\_\_  
First Level Down \_\_\_\_\_ Carbon Monoxide Detector outside bedrooms \_\_\_\_\_

Name and number of People in Family presently residing at premise:

\_\_\_\_\_  
Name and number of People in Family after sale include telephone no. & address of buyer,  
who will be occupying premises.

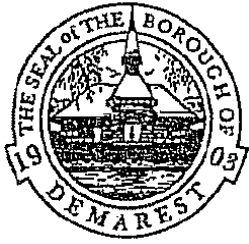
\_\_\_\_\_  
I (WE) Hereby certify that I (WE) have read this application and thoroughly agree to comply  
with the provision of Ordinance §175-30 & §175-31.1 of the Borough of Demarest.

\_\_\_\_\_  
Signature of Seller/ or Power of Attorney

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Receipt No. \_\_\_\_\_ Construction Official \_\_\_\_\_  
Check No. or Cash \_\_\_\_\_ Date Signed \_\_\_\_\_  
Date Received \_\_\_\_\_ \*\*\*\*\*  
Collected By \_\_\_\_\_ Real Estate Name \_\_\_\_\_  
Agent \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No \_\_\_\_\_

**Please make check payable to:**  
The Borough of Demarest (\$115 total)  
\$75.00 for Building & \$40.00 for Fire Inspections

Inspection Date & Time Fire \_\_\_\_\_ Building \_\_\_\_\_



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## Homeowner Check List for Certificate of Continued Occupancy

This is provided to **POSSIBLY** prevent re-inspection.

These are the most frequent violations; there may be other items at your location that are not referenced here.

Smoke Detectors: One ten-year sealed battery-powered detector required on each level, including walk-up attic and basement.

**NOTE:** If additional bedrooms are in a separate area of home, additional smoke and carbon monoxide detectors are required.

Carbon Monoxide Detectors: At least one ten-year sealed battery-powered detector must be installed in the hallway within 10 feet of each bedroom area.

Fire Extinguisher: Located within 10 feet from kitchen cooking appliance.  
2 ½ pound ABC (red canister)

Handrails: **Any & all stairs** with four (4) or more risers must have at least one (1) handrail and either a wall or balusters on both sides (decks, porches, basements, and walk-up attics).

Step Risers: Stairs must be enclosed, absolutely no openings underneath steps.

Bedroom Egress: Bedroom windows must operate properly.

House Number: Numbers should be 4-6 inches and affixed to the front of the house near the front light in a contrasting color.

Hydrant Access: If one is on your property make sure that it is visible and not blocked.

Property Maintenance: Property area to be neat and clean with no excessive debris or overgrown shrubs.

Tip Bracket: Tip bracket must be installed on stove.

Public Sidewalks: All walkways must be even without tripping hazards.

# ATTENTION

Effective January 1, 2019, anyone utilizing Battery powered smoke alarms for the purpose of obtaining a Certificate of Smoke Alarm, Carbon Monoxide Alarm, and Portable Fire Extinguisher Compliance must utilize **Ten-year sealed battery-powered detectors that shall be listed in accordance with ANSI/UL 217.**

This requirement does not affect hardwired, A/C powered single or multi station devices or low voltage system devices.

# Lead Based Hazards in Rental Housing

Please be advised that, effective July 22, 2022, P.L.2021, c.182 requires lead-based paint hazard inspections in certain rental dwelling units at specific time periods set forth in the statute, depending on tenant turnover, building location, and type. The method of inspection, either a visual inspection or a dust wipe sampling, is based on the percentage of children with an elevated blood lead level in the municipality. Pursuant to N.J.S.A. 26:2-137.6, this data is generated by the Department of Health on an annual basis.

The Department has received the most recent data from the Department of Health and has created a chart on its website which provides all municipalities with its current method of inspection. Currently Demarest Borough Bergen requires a Visual Inspection. (Please note that the annual updating of such data may result in a change to the required method of inspection. Please visit the website at [New Jersey Department of Community Affairs \(DCA\) | Lead-Based Paint Inspections in Rental Dwelling Units \(nj.gov\)](#) for further information; this website also includes the Department's guidance document for further information on the requirements of the law.

The CCO applicant must provide the year built for all rental CCO applications along with a completed Lead Safe Certificate for any home constructed prior to 1978.