

For a SALE of property in Cliffside Park you need:

FIRE PREVENTION (201)313-2062

**THERE ARE TWO SEPARATE FEES FOR A SALE MUST BE
SEPARATE CHECKS or MONEY ORDER FOR EACH DEPARTMENT**

NO CASH ACCEPTED

STEP 1- Apply for a CCO (Certificate of Continued Occupancy) in the Fire Prevention Bureau:

1st check payable to “Borough of Cliffside Park”

1 or 2 family dwelling \$50.00

Multiple Family Dwelling \$100.00

Commercial Building \$100.00

Condo/Co-Op \$50.00

If you are selling a 1 or 2 family dwelling, multiple family or commercial property you will need a survey of the property or we will not be able to issue you a CCO as per borough ordinance.

STEP 2-

\$75.00 Inspection Fee

(Selling a building with more than 4 units there is a higher fee please inquire)

**2nd Check Payable to: “Cliffside Park Fire
Prevention”**

All fees must be paid before inspection can be made.

A survey is required for 1 or 2 family homes & commercial buildings

Requirements:

ALL SMOKE DETECTORS MUST BE 10 YEAR SEALED BATTERY

OR

HARD-WIRED SMOKE DETECTORS MUST BE UNDER 10 YEARS OLD

1 & 2 Family Dwellings:

Smoke & Carbon Detectors on each level within 10 feet of each bedroom (Common Hallway)
Fire Extinguisher mounted (under 10 Pounds) in the Kitchen

Multiple Families/High-Rises:

Smoke & Carbon Monoxide Detectors by bedrooms (in common hallway)
NO FIRE EXTINGUISHERS IN MULTIPLE DWELLINGS/HIGH RISES

CCO INSPECTIONS MUST BE MADE AT LEAST A WEEK IN ADVANCE FROM CLOSING OR MOVE IN DATE

Inspections are Tuesdays & Thursday's ONLY from 10AM-12PM OR 1PM-3PM

2 HOUR TIME FRAME, NO EXACT TIME SHALL BE GIVEN

There is NO PAPERWORK for Fire Prevention, this is the only form you need to fill out. ONLY one inspector goes out for the inspection and you will receive all your CCO paperwork at the conclusion of your inspection.

The Cliffside Park Building Department & Fire Prevention Bureau is located in the same office 2nd floor across from the Police Department. The Fire Prevention Bureau handles all CCO documents.

**Cliffside Park Municipal Complex
525 Palisade Avenue
Cliffside Park, NJ 07010**

Payments-

Check (personal is fine)/Money Order

No Credit Cards

NO CASH

Please keep this page and the first page for your records.

CERTIFICATE OF CONTINUED OCCUPANCY

Please *PRINT!* Do not write in script .

CLOSING DATE: _____

APPLICATION DATE: _____

C.C.O. # _____ (OFFICE USE ONLY)

LOCATION OF INSPECTION: _____

BLOCK: _____ LOT: _____

CURRENT OWNERS NAME: _____

(FIRST AND LASTNAME)

CURRENT OWNERS PHONE NUMBER: _____

CURRENT OWNERS ADDRESS: _____

BUYERS NAME: _____

(FIRST AND LASTNAME)

BUYERS PHONE NUMBER: _____

WILL BUYER BE LIVING AT NEW ADDRESS: () YES () NO

IF NOT, BUYERS ADDRESS: _____

() ONE FAMILY \$50.00

() TWO FAMILY \$50.00

() MULTI-FAMILY \$100.00

() CONDO UNIT/ CO-OP \$50.00

() BUSINESS/ COMMERCIAL \$100.00

Basement cannot be used as a dwelling unit, **ONLY** as recreation and family room.

Use of this property may continue to be used as checked above and is permitted in the zone in which the property is located.

Per Ordinance: 11-1.4 (d)

Note: A survey of house and commercial must be submitted with the exception of a condominium.

All sections must be completely filled out along with a survey to be submitted
