

APPLYING FOR AN OCCUPANCY CERTIFICATE

1. Occupancy Certificate application must be completely filled out, this includes signing the application in the presence of a notary.
2. The fee for an Occupancy Certificate is \$50.00 for a one family dwelling and \$35.00 for each additional dwelling unit (i.e. two family - \$85.00, three family – \$120.00). For commercial uses the fee is \$50.00 per unit.
3. If it is a commercial use a Certificate of Property Owner must be completed by the owner of the building.
4. If it is a one or two family dwelling a Smoke Detector Carbon Monoxide Detector Certificate application must also be made. The fee for the Smoke Detector Carbon Monoxide Detector Certificate is \$45.00. This fee must be paid with a separate check, money order or cash. The Occupancy Certificate fee and the Smoke Detector Carbon Monoxide Detector fees must be separate.
5. The smoke detector carbon monoxide detector inspection must be scheduled with the Fire Prevention Bureau. If you schedule your inspection at the same time the application is submitted, we will notify Fire Prevention. If you call to schedule your inspection or change the date/time or come in to schedule after the application is submitted, it is your responsibility to contact Fire Prevention at 973-365-5687 to schedule the required inspection.
6. If it is a multiple family dwelling (more than two families) Landlord-Tenant Registration forms must be completed for each apartment.
7. Occupancy Certificate applications must be made at least two weeks prior to the closing. If there are no violations, it will take that long to prepare. If there are violations, it might take longer.
8. If a Temporary Occupancy Certificate is required, an inspection must be conducted first and money (amount to be determined after inspection) must be held in escrow by the City of Passaic.
9. Inspections will not be scheduled until the application and all required fees are submitted to this office.
10. Inspections will be conducted no sooner than two days from the date of the applications for residential properties. Inspections can not and will not be conducted the same day or the next day for residential properties.
11. A Release from the Division of Code Enforcement is required. That office will notify you if there are any open permits, penalties and/or violations. If you receive such notice, it is your responsibility to contact that office and schedule any required inspections.
12. Under no circumstances is a premise to be occupied or sold without an Occupancy Certificate. To do so is a violation of City Ordinance 1003 and court action will be taken against both the buyer and seller or owner and tenant.
13. If you have any questions, you may contact the Department of Community Development at 973-365-5573.