



## **DIVISION OF HOUSING: APPLYING FOR OCCUPANCY CERTIFICATES**

- **Occupancy Certificate (OC):** Recommended to apply at least two (2) weeks prior to closing date.
  - Applications **MUST include the buyer's full contact information; otherwise, the application will be on hold until information is provided.**
  - If the property inspection passes **and** all final approvals obtained, a Continued Occupancy Certificate is issued **within five (5) to seven (7) business days.**
- **Tenant Registrations for Rental Properties:**
  - Tenant Registrations may be submitted along with occupancy certificate applications. A copy will be provided when the certificate is issued.
  - Tenant registrations must be completed within thirty (30) days of issuance of the occupancy certificate to qualify for a waived registration fee. If tenant registrations are submitted **after** the thirty (30) day period, a registration fee of \$25.00 **per dwelling unit** will be applied.
  - All landlords and tenants of multiple dwellings in the City of Passaic must file a registration form with the Division of Housing. Failure to do so may result in penalties provided in **Ch. 1, General Provisions, Art. II, General Penalty**, including fines up to \$2,000, imprisonment up to 90 days, or community service up to 90 days.
- **Temporary Occupancy Certificate (TOC)**
  - An initial inspection **must be conducted first** and an escrow amount will be determined based on violations found during inspection. This deposit is held by the City of Passaic, to be returned shortly after a final inspection has been done and a Continued Occupancy Certificate is issued.
  - The Temporary Occupancy Certificate is issued **within two (2) to three (3) business days after** submitting the form and escrow check.
  - This certificate is **valid for thirty (30) days** from the issued date. Extensions can be made prior to certificate expiration date
- **Expedited Certificates ( for Continued OC or TCO):**
  - This service fee is \$300.00 and completed **within five (5) days or less.**
- **Canceled Appointments:**
  - As per §100-13: Cancellation of a scheduled inspection must take place twenty-four (24) hours prior to the inspection date.
  - In any case where an appointment has been made and the applicant fails to keep the appointment or where the appointment is kept but inspectors are able to inspect fewer than 60% of the dwelling units, the applicant will be required to pay a re-inspection fee of \$50 or \$20 per unit, whichever is less. Such inspection fee must be paid and a new appointment made within 30 days of the initial inspection, or the application shall be considered abandoned, and the initial fee shall be retained by the city.
- **Vacant Properties:** must be inspected regardless if utilities are available or not. However, these properties must remain vacant until all violations are abated and the proper permit paperwork is finalized with the Building Department.
- **Changing the Buyer's name on a certificate:** This change is to be made within thirty days (30) from initial date of application, or before a Continued Occupancy certificate is issued. **A new application, all fees and new inspection will apply for any change of buyer's name request submitted after thirty (30) days.**
- **NOTE:** As per §100-14: in any case where an Occupancy Certificate application **remains open more than 60 days following the compliance date**, as modified by any extensions granted, such application **shall be deemed**

**abandoned and will be voided**, and no Certificate shall be issued until a new application has been filed, fees paid and a new inspection conducted.