Borough of Emerson

Building Department

(201) 262-6086 x1215 Fax (201) 599-6333

Application for Residential Certificate of RENTAL Occupancy

If structure was built prior to 1978, an "Application for Lead-based Paint Hazard Inspection form must be submitted.

(Per Ordinance No. 1617-20)
§ 290-44.1 Certificates of continued occupancy

RENTAL DATE _____

Fees: $105 for CCO and $45.00 for Smoke/CO inspection. **TWO CHECKS ARE REQUIRED: $105 MADE OUT TO BOROUGH OF EMERSON. $45 MADE OUT TO FIRE PREVENTIO PREVENTION. IF INSPECTION FAILS A $45.00 REINSPECTION FEE IS REQUIRED.**

NOTE: Please submit this application at least two weeks prior to tenant occupancy so that we may review the files for open permits and address any relevant property issues. Rental CO inspections are conducted for smoke detectors, carbon monoxide detectors and proper sump pump drainage where applicable. Effective 11/1/05 a portable fire extinguisher (2A:I0B:C) is required within 10 ft of the kitchen (mount according to manufacturer's instructions).

ALL BATTERY OPERATED SOMKE DETECTORS MUST BE 10 YEAR SEALED BATTERY

IMPORTANT

The N.F.P.A. recommends carbon monoxide detectors be replaced every five years and smoke detectors every ten years.

SMOKE ALARM/ DETECTORS

Specify (Type): Hard wired system ☐ Battery Type ☐ Low Voltage System ☐

CARBON MONOXIDE DETECTORS

Specify (Type): Hard wired system ☐ Battery Type ☐ Low Voltage System ☐

Property Address _____ Location of Unit: (Specify 1st, 2nd, Attic, Basement) _____

Use & No. of Units: Single Family ☐ 2-Family ☐ Condo/Townhouse ☐ Multi-Family ☐

If other specify _____

RENTER INFORMATION	EMERGENCY CONTACT/ OWNER
Primary Tenant's Name:	Owner Name:
Previous Address:	Current Address:
City: State: Zip:	City: State: Zip:
Phone Number:	Home Phone Number:

Cellphone Number:	Cellphone Number:
Number of Occupants Permitted on lease:	Business Phone Number:
Pets (Specify):	Phone Number for Emergency:
Number of Bedrooms in Rental Unit:	Name of Closest Relative:
Location of Bedrooms in Unit:	Relative's Address:
	City: State: Zip: