

BOROUGH OF SHIP BOTTOM

APPLICATION FOR RESALE CERTIFICATE OF OCCUPANCY

INSTRUCTIONS:

1. Complete entire application – incomplete applications will not be accepted.
2. Check payable to the Borough of Ship Bottom in the amount of \$50.00 per dwelling unit (commercial is \$100.00 per unit), and must be submitted with the application. If for any reason re-inspection is required there will an addition \$25.00 fee will be assessed.
3. Applications shall include a current plot plan (survey), a Flood Elevation Certificate and for a condo it will need a Condo Certificate Survey.
4. The applicant shall permit the zoning officer, or his/her designated representative, to enter upon and examine the subject structure(s) in order to confirm that the subject property conforms to the applicable zoning provisions of the Land Development Ordinance as a permitted use or, if not, that the subject property exists as a valid nonconforming use.
5. Leave keys with application if the premises are vacant. If owner or tenant occupied, make appropriate arrangements for the inspection.
6. Smoke alarms/detectors and carbon monoxide detectors must be installed on each floor as required by Uniform Construction Code of the State of New Jersey (N.J.A.C. 5:23- et seq.), and must all be in operating condition at the time of inspection. And in addition a fire extinguisher must be installed within ten (10) feet of the kitchen area.
7. Any apparently unsafe conditions observed by the zoning officer, or his/her designated representative, during the inspection of the property shall be referred to the Construction Official, who shall determine what repairs or other remedial action is required to bring the property into compliance with the Uniform Construction Code. The Construction Official shall issue a Certificate of Occupancy only when the required repairs and/or other remedial action have been satisfactorily completed in compliance with the Uniform Construction Code.
8. See Section 1002.E.8.I and Section 1002.E.9 of the Land Development Ordinance for specific conditions of a temporary Certificate of Occupancy to permit transfer of title only.
9. The application will be approved or denied within fifteen (15) working days after receipt of a complete application.