

Department of Public Works

CONSTRUCTION OFFICIAL
CODE ENFORCEMENT AND OFFICE OF HOUSING INSPECTION
428-60th STREET • ROOM 27
WEST NEW YORK, NJ 07093

Tel. (201) 295-5170 • Fax. (201) 295-9597



ALBERTO RODRIGUEZ
COMMISSIONER

THOMAS M. O'MALLEY
CONSTRUCTION OFFICIAL

RESIDENTIAL CERTIFICATE OF OCCUPANCY

Effective 7-15-09, Cashier's Check or Money Order Only Will Be Accepted.

See Fee Schedule Below

If you are purchasing a entire two family house or a multi-family dwelling you must complete the appropriate affidavit attached

Today's Date: _____ Closing Date: _____

Property Address: _____

Number of Units in the Building: _____ Unit Number Purchased: _____

Present owner of property as appears on deed. If Corp., Inc., etc. List full name of C.E.O

Property owner name - NO LLC PERMITTED: _____

Complete address of property owner: _____

Daytime phone # of property owner: H: _____ C: _____

Purchaser's Name-NO LLC PERMITTED: _____

Purchaser's Complete Address: _____

Daytime Phone # of Purchaser: H: _____ C: _____

NAME OF PERSON WHO WILL BE AT THE INSPECTION & TELE. NUMBER:

NAME: _____ CELL NUMBER: _____

FEES:

\$ 50.00 Condominium and Co-ops \$100.00 Waterfront Properties
\$150.00 1-5 Unit Dwellings \$250.00 6-10 Unit Dwelling
Inspections for over 10 units; \$250.00 for first ten units and \$25.00 for each additional unit over ten units.

***APPLICATION MUST CONTAIN ORIGINAL SIGNATURES AND BE NOTARIZED**

Applicant's Signature

SWORN TO AND SUBSCRIBE TO
ME BEFORE ON THIS ____ DAY
OF _____, 2008

Applicant's Name (PRINT)

Inspection Date: _____ Inspector: _____ Result: P or F

Department of Public Works

CONSTRUCTION OFFICIAL
CODE ENFORCEMENT AND OFFICE OF HOUSING INSPECTION
428-60th STREET • ROOM 27
WEST NEW YORK, NJ 07093

Tel. (201) 295-5170 • Fax. (201) 295-9597



ALBERTO RODRIGUEZ
COMMISSIONER

THOMAS M. O'MALLEY
CONSTRUCTION OFFICIAL

PURCHASER'S CERTIFICATION IN LIEU OF AFFIDAVIT FOR A TWO UNIT PROPERTY

I, _____, am 18 years of age or older and do
solemnly affirm and say:

I am the PURCHASER of the premises located at _____
_____ in the Municipality of West New York, County of Hudson and State of New Jersey.

As of this date, _____, the said premises contains no more than two (2) dwelling units
occupied or intended to be occupied by persons living independently of each other. Furthermore,
I am purchasing said property in "as is" condition and will be held responsible for any and all
outstanding violations that exist at time of and after the closing date as long as I am in possession
of said property.

Should I wish to convert same to anything but a two unit, I will do so by following all
applicable laws and codes of the Town of West New York, Uniform Construction Code and the
Bureau of Housing Inspection/Hotel and Multiple Dwelling Law. Furthermore, I shall notify the
Bureau of Housing Inspection immediately in the event that the said premises are converted at
any time in the future to contain three or more dwelling units so occupied or intended to be
occupied and I understand that I shall be liable to a penalty in the event that I fail to do so.

I certify that the foregoing statements made by me are true. I am aware that if any of the
foregoing statements made by me are willfully false, I am subject to punishment.

Any person who violates or causes to be violated, any provisions of the HOTEL AND
MULTIPLE DWELLING LAW, N.J.S.A. 55:13A-19(a), shall be liable to a penalty of not less
than \$50.00 nor more than \$500.00 for each violation, and a penalty of not less than \$500.00 nor
more than \$5,000.00 for each continuing violation. These violations are separate and apart from
any Uniform Construction Code violations and any Uniform Fire Code violations

Signature of Purchaser

Print Name

DATE

SWORN TO AND SUBSCRIBED TO
BEFORE MORE ON THIS _____
DAY OF _____, 2010

NOTARY PUBLIC OF THE STATE
OF NEW JERSEY

Department of Public Works

CONSTRUCTION OFFICIAL
CODE ENFORCEMENT AND OFFICE OF HOUSING INSPECTION
428-60th STREET • ROOM 27
WEST NEW YORK, NJ 07093

Tel. (201) 295-5170 • Fax. (201) 295-9597



ALBERTO RODRIGUEZ
COMMISSIONER

THOMAS M. O'MALLEY
CONSTRUCTION OFFICIAL

PURCHASER'S CERTIFICATION IN LIEU OF AFFIDAVIT FOR A MULTI FAMILY PROPERTY

I, _____, am 18 years of age or older and do
solemnly affirm and say:

I am the PURCHASER of the premises located at _____
_____ in the Municipality of West New York, County of Hudson and State of New Jersey.

As of this date, _____, the said premises contains _____ dwelling units
occupied or intended to be occupied by persons living independently of each other. Furthermore,
I am purchasing said property in "as is" condition and will be held responsible for any and all
outstanding violations that exist at time of and after the closing date as long as I am in possession
of said property.

Should I wish to convert same into anything but a _____ unit building, I will do so by
following all applicable laws and codes of the Town of West New York, Uniform Construction
Code and the Bureau of Housing Inspection/Hotel and Multiple Dwelling Law. Furthermore, I
shall notify the Bureau of Housing Inspection immediately in the event that the said premises are
converted at any time in the future to contain any more than the _____ dwelling units so
occupied or intended to be occupied and I understand that I shall be liable to a penalty in the
event that I fail to do so.

I certify that the foregoing statements made by me are true. I am aware that if any of the
foregoing statements made by me are willfully false, I am subject to punishment.

Any person who violates or causes to be violated, any provisions of the HOTEL AND
MULTIPLE DWELLING LAW, N.J.S.A. 55:13A-19(a), shall be liable to a penalty of not less
than \$50.00 nor more than \$500.00 for each violation, and a penalty of not less than \$500.00 nor
more than \$5,000.00 for each continuing violation. These violations are separate and apart from
any Uniform Construction Code violations and any Uniform Fire Code violations

Signature of Purchaser

Print Name

DATE

SWORN TO AND SUBSCRIBED TO
BEFORE MORE ON THIS _____
DAY OF _____, 2010

NOTARY PUBLIC OF THE STATE
OF NEW JERSEY

Department of Public Works

CONSTRUCTION OFFICIAL
CODE ENFORCEMENT AND OFFICE OF HOUSING INSPECTION
428-60th STREET • ROOM 27
WEST NEW YORK, NJ 07093

Tel. (201) 295-5170 • Fax. (201) 295-9597



ALBERTO RODRIGUEZ
COMMISSIONER

THOMAS M. O'MALLEY
CONSTRUCTION OFFICIAL

EFFECTIVE 3-16-09

**PLEASE BE ADVISED THAT BOTH
COMMERCIAL AND RESIDENTIAL
CERTIFICATES OF OCCUPANCY WILL BE
SCHEDULED WITHIN 5-10 BUSINESS DAYS
OF OUR RECEIPT OF YOUR COMPLETED
APPLICATION. PLEASE SCHEDULE YOUR
REAL ESTATE CLOSINGS AND BUSINESS
OPENINGS ACCORDINGLY.**

**ALTHOUGH WE WILL MAKE EVERY
EFFORT TO EXPEDITE SAME, THE
INSPECTION REQUESTS ARE SCHEDULED
AS THEY ARE RECEIVED.**

**FURTHERMORE,
PLEASE NOTE THAT IF THE APPLICATION
IS DEEMED INCOMPLETE, IT WILL DELAY
YOUR INSPECTION UNTIL SAME IS
COMPLETED IN ITS ENTIRETY.**

THANK YOU AND HAVE A NICE DAY!