



## TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 x440  
Fax: (732) 289-3822  
WWW.NORTHBRUNSWICKNJ.GOV

December 15, 2015

Dear Realtor and Homeowner:

The Township of North Brunswick recently adopted a new requirement for a Certificate of Continued Occupancy (CCO) which takes effect on January 1, 2016.

This new inspection requirement is required for the sale or transfer of any residential dwelling. A copy of the ordinance has been enclosed.

This is not a property maintenance inspection. This inspection process is limited to address three distinct areas:

1. There are no open building or zoning permits for the property.
  - If so, they must be fully satisfied with all associated fees and inspections as required before the CCO will be issued.
2. There has been no work done with the absence of a Construction Permit or Zoning Permit where one is required.
  - If so, the property owner must file the proper applications, pay all associated permits fees, and secure the necessary inspections to satisfy the permits before the CCO will be issued.
3. There are no identifiable unsafe structures or unsafe conditions as evidenced by a general inspection of the property.
  - If so, they must be addressed as directed before the CCO will be issued.

We adopted this program to address two growing areas of concern for the municipality. First, property owners unresponsive to a large inventory of open permits which have not been fully satisfied. Second, work done without proper permits which regularly include finished basements, new roofs, and water heater and furnace replacements.

Our goal is to make this inspection program as efficient as possible. We will be utilizing single-page application which is also enclosed and you are welcome to copy. That application is submitted to the Construction Office with one of two required application fees:

- The fee for a Certificate of Continued Occupancy (CCO) for detached residential dwellings (including one, two, three and four-family dwellings) shall be \$150.00. The fee for a CCO for attached multi-family dwellings, commonly referred to as townhomes or condominiums, shall be \$125.00.

The Construction Office will call the designated contact to schedule the inspection once the application has been processed with the appropriate payment, and the necessary zoning approval and permit search has been accomplished.

CCO inspections will require access to the home with the expected inspection time to be on average 15 to 30 minutes.

Once a property has been properly inspected and approved for sale, the associated Certificate of Continued Occupancy shall generally be issued the next business day.

If you have any questions, please contact Construction Official Tom Paun at 732-247-0922 x450.

We look forward to your cooperation as we work together to support a strong housing market in the Township of North Brunswick.

Sincerely,

Michael C. Hritz  
Director of Community Development

Thomas Paun  
Construction Official