

## Michael C. Hritz

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**From:** Assist, Code [DCA] <CodeAssist@dca.nj.gov>  
**Sent:** Tuesday, April 2, 2024 11:56 AM  
**To:** TWPNBcommdev  
**Subject:** COs and resale/new tenants  
**Attachments:** Summer\_2022\_ccc\_CCO.pdf

Please note, the information found on your website below appears to be using an incorrect term. As per NJAC 5:23-2.23(e), <https://www.nj.gov/dca/codes/codreg/ucc.shtml>, existing buildings may be issued a Certificate of Continued Occupancy (CCO) upon request of the owner. Also, as per NJAC 5:23-2.23(a), (c), (d) and (f), a Certificate of Occupancy (CO) is only to be issued for projects of new construction, reconstruction, additions and change of use. Your website indicates that a CO/CCO is required upon resale, rentals or change of tenant which would be in violation of the UCC. Please update your ordinance with the appropriate terminology that reflects its true purpose, a Resale Certificate, Rental Property Certificate or a New Tenant Certificate, something other than the UCC term. Please review the attached Summer 2022 CCC article, <https://www.nj.gov/dca/codes/publications/ccc.shtml>, regarding this. Further questions, please call.

[https://northbrunswicknj.gov/programs\\_and\\_service/request-a-certificate-of-continued-occupancy/](https://northbrunswicknj.gov/programs_and_service/request-a-certificate-of-continued-occupancy/)  
<https://northbrunswicknj.gov/wp-content/uploads/2022/08/CCO-APPLICATION-AUG-2022.pdf>  
<https://northbrunswicknj.gov/wp-content/uploads/2024/01/CONTNUED-CERTIFICATE-OF-OCCUPANCY-SAMPLE-WAIVER.pdf>

### Ian Rayfield

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