

BOROUGH OF HO-HO-KUS

333 WARREN AVENUE, HO-HO-KUS, NJ 07423-1204
201-652-4400 FAX. 201-612-8734
HO-HO-KUSBORO.COM



Dear Property Owner:

Prior to the closing on the sale of residential property or change of tenants, two certificates are required by the Borough.

1. **Certificate of Continued Occupancy (C.C.O.):** This application causes a review of the borough's files to determine if the seller has any open building permits or zoning violations and that the utilities, assessors and tax files are current and up to date. The Borough will inspect the premises prior to a CCO being issued.

The fee for the Certificate of Continued Occupancy is \$100.00.

2. **Smoke Detector, Carbon Monoxide Certification and Fire Extinguisher Compliance:** this is a signed affidavit by the seller/seller agent that smoke detectors, carbon monoxide alarms and ABC rated fire extinguisher are installed. The Borough will inspect the premises for compliance.

The Fee for the Certificate of Smoke Detector Compliance is \$50.00.

Unless there are complications, the above certificates should be ready within 5 business days.

The applications are also available on the Borough website: www.ho-ho-kusboro.com

BOROUGH OF HO-HO-KUS

333 WARREN AVENUE

HO-HO-KUS, NJ 07423

201-652-4400 Ex. 219

Application for Residential Certificate of Continued Occupancy

Block _____ Lot _____ Zone _____ Date _____
Address of Property _____
Present Owner of Property _____
Address of Owner if different from above _____
Telephone # (Home) _____ Work _____ Cell _____
Name of Buyer/Renter (Print) _____
Present Address of Buyer/Renter _____
Telephone # (Home) _____ Work _____ Cell _____
Description of Dwelling Single Family _____ Two Family _____ Other _____
Closing Date _____ Date of Occupancy _____
Real Estate Agent _____ Phone # _____

Application is hereby made for a Certificate of Continued Occupancy for the subject property indicated above. All open permits shall be closed.

OFFICE USE ONLY

\$100.00 Fee _____ Received by _____ Date _____
Date CCO Issued _____ Date Signed _____
CCO Number _____

Borough of Ho-Ho-Kus

Application for Smoke Detector, Carbon Monoxide Detector and Fire Extinguisher Compliance

Block _____ Lot _____ Zone _____ Date _____

Address of Property _____

Present Owner of Property _____

Address of Owner if different from above _____

Telephone # (Home) _____ Work _____ Cell _____

Description of Dwelling Single Family _____ Two Family _____ Other _____

Closing Date _____ Date of Occupancy _____

Real Estate Agent _____ Phone# _____

All Statements Must Be Checked:

- ___ Smoke detectors are located on every level of the residence, including the basement
- ___ Smoke detectors and Carbon Monoxide detectors are located within 10 feet of all sleeping areas and bedrooms
- ___ All Smoke Detectors and Carbon Monoxide Detectors are in working order
- ___ 1 ABC rated 10lb dry chemical extinguisher is located within 10 feet of kitchen

I do hereby certify that the foregoing information is correct. I am aware that if any of the foregoing statements are willfully false, I will be subject to penalty.

Applicants Signature _____ Date _____

Printed Name _____

OFFICE USE ONLY

\$50.00 Fee _____ Received by _____ Date _____

Date Certificate Issued _____ Date Signed _____

BOROUGH OF HO-HO-KUS

BUREAU OF FIRE PREVENTION

LOCATION OF SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS

Smoke detectors are to be located on every level of the residence, including the basement. Smoke detectors are not required in crawl spaces or unfinished attics. Smoke detectors shall be located within TEN (10) feet of all sleeping areas, at the bottom of stairs and should be placed on the ceiling. Carbon Monoxide detectors shall be placed in the hall within TEN (10) feet of bedroom doors and should be placed on the ceiling or wall. Plug in carbon monoxide detectors can be used only if an electric plug is located in the hall. All detectors shall be permanently mounted on the ceiling or wall.

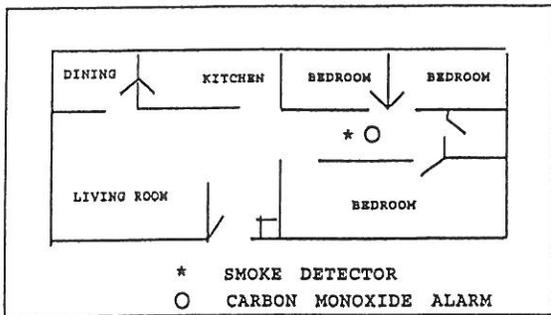


Figure 1

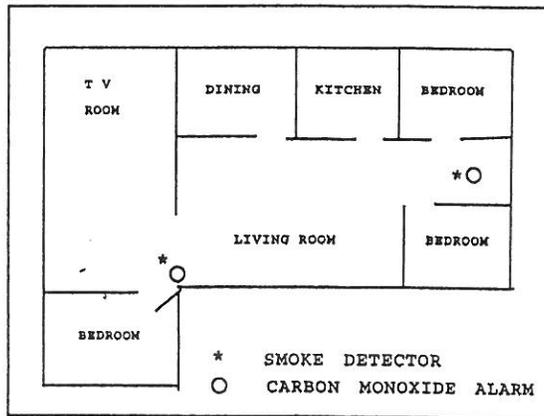


Figure 2

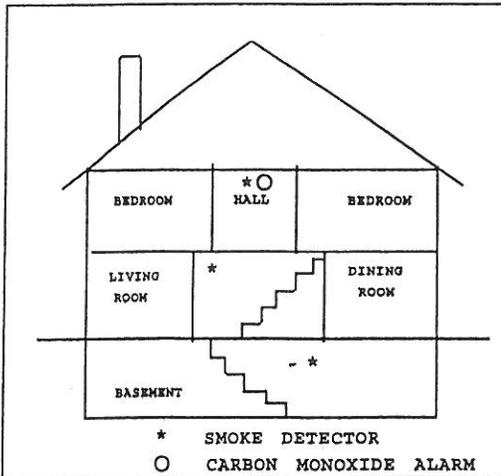


Figure 3

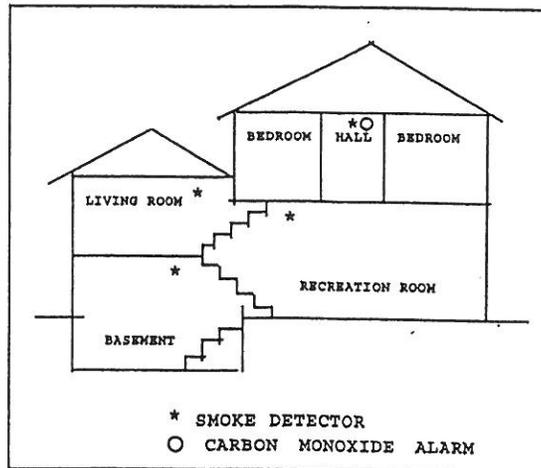


Figure 4

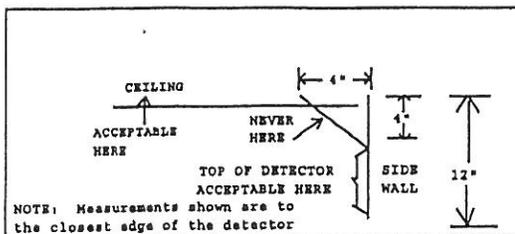


Figure 5