

# Borough of Roselle

## Division of Code Enforcement

210 Chestnut Street, Roselle, New Jersey 07203  
Telephone (908) 259-3023 Fax (908) 259-3005

### INSTRUCTIONS FOR ISSUANCE OF RESIDENTIAL OCCUPANCY CERTIFICATE

\*Company checks or money orders only, personal checks **are not** accepted\*

Complete the "Application for Residential Occupancy Certificate, and review the attached checklist supplied with the application. Applications must be returned with the appropriate following fees.

<b>FEES</b>	
1 AND 2 FAMILY RESIDENTIAL	\$100.00
3 FAMILY RESIDENTIAL	\$150.00
4 FAMILY RESIDENTIAL	\$250.00
TEMP ROC	\$200.00

More than four (4) family residential is \$250.00 plus \$25.00 for each additional unit.

A maximum of two (2) inspections will be performed. Additional inspections over two (2) will be surcharged at \$75.00 per inspection, (no exceptions.)

For non-residential uses, business, commercial and industrial, See the Building Department.

You must check with the Building Department to confirm that any construction permits have received final inspections. If there are open permits, you must schedule and pass inspections prior to the ROC inspection. Once it has been determined that all permits have been finalized, you can schedule the ROC inspection.

The inspector will visit the site and if NO Violations are found, a Certificate can be issued within ten (10) business days. A Temporary Certificate may be issued, for an additional fee, AT THE DISCRETION OF THE INSPECTOR.

THE temporary certificate will be valid for up to sixty (60) days.

If there is a need for a re-inspection, you must contact the department at (908) 259-3023  
Re-inspections must be called in and scheduled according to our calendar.

## **Certificate of Compliance Checklist**

1. 10yr sealed battery smoke detectors are required on all levels including basements and attics over 7 feet in height. Smoke detectors shall be installed within 10ft outside of bedrooms. Existing hardwire alarms shall be maintained.
2. Carbon monoxide detectors are required to be installed in basements and within 10ft outside of bedrooms. If a bedroom is located directly above a garage, then an additional alarm shall be installed inside of that bedroom.
3. Bedroom windows shall open and close properly. All windows shall be in good repair.
4. All doors, interior and exterior, shall have proper hardware and fit the frame properly.
5. Holes in walls, floors and ceilings shall be repaired. Missing tiles shall be replaced and grouted properly.
6. Hot and cold water in kitchens and bathrooms shall operate properly and have shut off valves for each under the fixture.
7. Toilets shall be secured, operate properly and have a shut off on the water feed.
8. Electrical outlets shall be GFI if within 6ft of a water source (kitchen, slop sinks, etc.) All bathroom outlets shall be GFI type.
9. All electrical outlets and switches shall be in good working order. Proper cover plates shall be installed on all outlets, switches and junction boxes. All wire connections shall have wire nuts and be enclosed in a junction box with proper cover plate. Wiring no longer in service shall be removed or boxed.
10. The main electrical service line coming into the house shall be secured to the building with approved cable or pipe straps.
11. Fireplaces and wood stoves shall have proper clearances and screening.
12. 2A10BC type fire extinguishers shall be placed within 10ft of all kitchens (1 + 2 family).
13. Hot water heaters, boilers and furnaces shall be in good working order. Relief valves shall have proper discharge piping (no more than 4 inches from floor and no threading at end). Vent piping shall be secured into chimney if applicable. Vent piping sections shall be secured with sheet metal screws. All units shall have sufficient combustion air for proper operation.
14. All gas fired equipment shall have accessible shutoff valve located in the same room.
15. Oil fired equipment shall have a filter and supply shut off.
16. Sump pumps shall discharge to the exterior of the building, not into sanitary lines. Units shall be plugged directly into dedicated or GFI outlets.
17. Garage door openers shall be plugged directly into an outlet, extension cords are not permitted.
18. Roofs, gutters and downspouts shall be properly installed, in good repair and functional.
19. Handrails are required on all stairs with 3 or more risers. (Interior and exterior).

20. House numbers shall be installed on the front of the building, minimum of 4 inches in height and contrasting in color from the structure. Must also be visible from the curb line.
21. Yard area: Grass shall be cut and trimmed, weeds shall be cut and removed, and premises shall be free of debris and unkempt vegetation.
22. All open construction permits shall be finalized. If work in the structure is deemed to have been done without permits, then the applicable construction applications shall be submitted.
23. All utilities must be in service (gas, water, electric) for a complete certificate. Temporary certificates are only available for bank owned properties, or if home is not habitable and building permits are being obtained to bring home up to code for a final inspection. Temporary Certificates are good for 90 days. **YOU CANNOT OCCUPY A PROPERTY WITH A TEMPORARY CERTIFICATE, HOMES MUST HAVE A FINAL CERTIFICATE FOR OCCUPANCY (NO EXCEPTIONS)!**
24. The inspector has the right to cite any violations not listed above.

Date Revised 3/11/2019