



BOROUGH OF ROSELLE

210 Chestnut Street, 2nd Floor
Roselle, NJ 07203
(908) 259-3059



**APPLICATION FOR
RESIDENTIAL OCCUPANCY CERTIFICATE**

Application for: Residential Occupancy Certificate
 Temporary Occupancy Certificate

FOR OFFICE USE ONLY:
Fee: \$ _____
<input type="checkbox"/> MO
<input type="checkbox"/> Check/No. _____
Insp Date: _____

Date: _____ Block _____ Lot _____

Address of Property: _____

Name of Property Owner _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ E-Mail _____

Name of Buyer _____ Phone _____

1-Family 2-Family 3-Family 4-Family or more (specify) _____

Number of Apartments	Number of Kitchens	Number of Bathrooms	Number of Bedrooms	Number of Floors

Type of Building Use: Residential Business Industrial Commercial

Check if rental and fill out this section:

Name of Tenant _____ Floor _____

Present Address _____ City/State/Zip _____

Phone _____ E-Mail _____

Is this a licensed rental unit? Yes No

Please answer the following questions:

Swimming Pool on Site Yes No If Yes, is there a pool barrier on property? Yes No

Did you install or replace any of the following: Water Heater HVAC Electrical Panel AC/Mini Split

Did you construct or install any of the following: Deck New Bathroom Finished Basement Other: _____

*****NOTE: This is not a home inspection! It is an inspection for an Occupancy Certificate ONLY*****

I, _____, being duly sworn on my oath depose and say that I am the maker of this application. That I reside at _____ (street), in the city of _____, State of _____ (zip), phone number _____ and that the above is the owner(s) of the building or structure and that the statements are correct and true in all particulars, and if any of the foregoing are found to be false I am subject to penalties as set forth by the ordinances of the Borough of Roselle and the State of New Jersey Uniform Construction Code. I further realize and understand if my operation changes, or I move to a new location, a new Occupancy Certificate must be obtained. I understand that I must supply the name of the buyer, before an Occupancy Certificate is issued.

Signature of Applicant

Date

Would you like to pick up the certificate or have it mailed?

Pick Up Mail

Mail to: _____

FOR OFFICE USE ONLY	
Zone _____	
Use _____	
<input type="checkbox"/> Residential	<input type="checkbox"/> Business
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
<input type="checkbox"/> Residential/Business	
<input type="checkbox"/> APPROVED	
<input type="checkbox"/> DENIED	

DO NOT WRITE BELOW THIS LINE.

Office Use Only:

Open Permits Yes No If yes, list below:

Permit Number	Description of Work	Subcodes Open	Date Scheduled

Open Violations Yes No If yes, list below:

Violation Number	Description

Attachments

Property History Tax Card Listing

Construction Official

Date

Borough of Roselle
Division of Code Enforcement

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 fee:

FEES

1 AND 2 FAMILY RESIDENTIAL	\$100.00
3 FAMILY	\$150.00
4 FAMILY	\$250.00
TEMPORARY 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.