



Borough of Closter

Building Department
295 Closter Dock Road
Closter, NJ 07624

Phone: (201) 784-0600 ext. 441/Fax: (201) 784-4711

Residential Certificate of Continued Occupancy (RCCO) Requirements

No person shall transfer title, rent or occupy a residential property, as either a tenant or new owner, until the current owner/landlord/seller or representative of such, has applied for and secured certificates from the following Borough agencies:

- 1.) Fire Prevention Bureau (required as per statute)
- 2.) Building Department (required as per borough ordinance)



Requirements

- 1.) Contact the Fire Prevention Bureau @ **(201) 768-3698** to schedule an inspection;

Fire Prevention Bureau's Scope of Inspection:

- smoke detectors (1 per floor including basement & 1 within 10' of all bedrooms);
- carbon monoxide units (1 within 10' of all bedrooms);
- fire extinguisher: < residential use-rated & A:B:C type;
< cannot exceed 10 lb. rating;
< mounted within 10' of kitchen area;

- 2.) Submit the RCCO application and fee to the Building Department; ***NOTE:*** the scheduling of an RCCO inspection will not be made by the Building Department until it is both in receipt of the Fire Prevention Bureau's inspection approval and all outstanding construction and zoning permits and/or property maintenance violations have been closed/abated;

Building Department's Scope of Inspection (Including but not Limited to):

- abatement of all hazardous or unsightly appurtenances on property including but not limited to fences, sheds, decks, steps, railings, swimming pools, etc.;
- abatement of any hazardous or unsightly conditions on property including but not limited to Borough sidewalks, private walkways, gutters, downspouts, windows, exterior cladding, wiring, venting, existence of surface water (discharge to/from neighboring properties), etc.;
- verification that sump pumps are not connected to Borough's sewer line;
- removal of double-key locks on primary entrance door;