



# Township of Maplewood

MUNICIPAL BUILDING, 574 VALLEY STREET  
MAPLEWOOD, NJ 07040-2691

TELEPHONE: (973) 762-8120  
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LEN MENDOLA  
CONSTRUCTION OFFICIAL

## INSTRUCTIONS AND INFORMATION FOR THE ISSUANCE OF A CERTIFICATE OF CONTINUED USE (CCU)

1. Please fill out the attached application **completely** and submit it to the Maplewood Building Department, 574 Valley Street, Second Floor, Maplewood, NJ, at least 10 days prior to the property's closing.
2. If the application for a CCU is made by a representative of an Estate or is a Trustee, the Applicant **MUST** show an original document with a raised seal from the issuing court appointing the individual as Executor, Executrix, Trustee, or Power of Attorney. We will copy your original and return it to you upon examination.
3. **Fees:** The inspection fee is \$100 per unit in any property if you submit the Application at least 10 business days prior to the closing. If an application is received after 4:00 p.m. on any day, that day is not included as a business day.
4. If you submit the Application between 6-9 business days prior to the closing, the inspection fee is \$200 per unit. If you submit the Application fewer than 5 days prior to the closing, the fee is \$300 per unit. If a property needs to be re-inspected, the re-inspection fee is \$50.
5. **Incomplete Applications will not be accepted.**
6. **CCUs will NOT be issued until inspections are satisfactorily completed, all open permits on the property are closed, and full payment of fees related to the CCU is made.**

## Application for Certificate of Continued Use

Application Date: \_\_\_\_\_ Sale  Rental

Property Address: \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_

Property Closing Date: \_\_\_\_\_ New Tenant Occupancy Date: \_\_\_\_\_

Apartment(s) or space to be inspected \_\_\_\_\_ Entire Building \_\_\_\_\_

### Contact Person for Inspection:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship to Property \_\_\_\_\_

### Current Owner:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Email address \_\_\_\_\_

### Prospective Owner:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Email address \_\_\_\_\_

New Owner's Driver License No. \_\_\_\_\_

**Prospective Tenant:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Email address: \_\_\_\_\_

**Applicant other than the Current or Prospective Owner/Buyer or Tenant**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Email Address \_\_\_\_\_

Relationship to Property \_\_\_\_\_

This Property is intended to be used as a (check all that apply):

- Personal Residence
- Rental Residence
- Commercial / Industrial Occupancy

If the property is a Multiple Dwelling, how many units are there \_\_\_\_\_

If this is a commercial property, you must complete and submit the Certificate of Occupancy Commercial Use Checklist as part of your application AND include a written description of the intended use of the property.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant's email address for notification:** \_\_\_\_\_