



Please attach Business Card  
MLS Listing Sheet  
Closing Date: \_\_\_\_\_

Inspection # \_\_\_\_\_

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

FEES	
10 days from inspection:	\$75.00
4-9 days from inspection:	\$100.00
Less than 4 days from inspection:	\$125.00
TCO-additional	\$50.00
Returned Check fee:	\$20.00

Tel. No. 732-566-3898X135  
Fax No. 732-290-7631  
Glenn Turner  
Fire Official

## Borough of Matawan Fire Prevention Bureau

**CERTIFICATE OF CONTINUED OCCUPANCY (CCO) FOR RESIDENTIAL RESALE  
CCO INSPECTIONS ARE DONE ON VARIOUS DAYS BETWEEN THE HOURS OF 10 am – 2 pm.  
CHECK SHOULD BE MADE PAYABLE TO "MATAWAN FIRE PREVENTION BUREAU"**

If Construction Permits are needed for previous work done or for work that must be done to satisfy CCO requirements, the process may be delayed. *Take note that the Construction Dept. inspections may not be able to be accommodated as early as per your request, therefore your closing might be delayed. We suggest that you file for a CCO a month in advance. A CCO is good for 60 days from the first inspection date.*

Application is hereby made for inspection, approval & issuance of a Certificate of Continued Occupancy for the following dwelling(s) as provided by Ordinance No.:17-3.7 and includes CSDCMAC for UFC. Non-legible or Incomplete items will void this application. A Non-transferrable Temporary Continued Certificate of Occupancy (TCO) may be requested with conditions if UFC is met.

**THE CCO INSPECTION IS NOT A STRUCTURAL INSPECTION, FOR YOUR PROTECTION, YOU MAY WISH TO OBTAIN AN ENGINEERING OR STRUCTURAL ANALYSIS.**

Present Owner(s) Name(s): \_\_\_\_\_ Tel. Number: \_\_\_\_\_

Present Owner(s) Address: \_\_\_\_\_

Property Address: (No P.O. Box): \_\_\_\_\_

Application being applied for by: \_\_\_\_\_ Tel. Number: \_\_\_\_\_

*Seller's Attorney:* \_\_\_\_\_ Tel. Number: \_\_\_\_\_

*Buyer's Attorney:* \_\_\_\_\_ Tel. Number: \_\_\_\_\_

"Has" this property previously been used as a rental? \_\_\_\_\_ Is it "now" being used as a rental? \_\_\_\_\_

"Will" it be used as a rental? \_\_\_\_\_

**Buyer's Name (s):** \_\_\_\_\_

*Exact Name(s) that will appear on Deed*

Buyer's Tel. No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Buyer's Address:(No P.O. Box) \_\_\_\_\_

*Confirmation of closing is required by closing attorneys, within 5 days of closing. Date Closed: \_\_\_\_\_ Date Notified: \_\_\_\_\_*

**I have read the above statement and hereby agree that I will adhere to the requirement requested by the Matawan Fire Prevention Bureau.**

Print Name	Signature	Date
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**FOR OFFICE USE ONLY**

First Inspection Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

Re-Inspection Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

Property Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_ Inspection Approved: \_\_\_\_\_

CCO Issued: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_ Photos \_\_\_\_\_ Total of Photos Taken: \_\_\_\_\_

Inspector's Time: \_\_\_\_\_ Application Approved By: \_\_\_\_\_ Copy of Application given to Applicant: \_\_\_\_\_

Fee Paid By: \_\_\_\_\_ Check#: \_\_\_\_\_ Date: \_\_\_\_\_ Rec'd By: \_\_\_\_\_