

Department of Public Works



CONSTRUCTION OFFICIAL
CODE ENFORCEMENT AND OFFICE OF HOUSING INSPECTION
428-60th STREET • ROOM 27
WEST NEW YORK, NJ 07093

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ALBERTO RODRIGUEZ
COMMISSIONER

THOMAS M. O'MALLEY
CONSTRUCTION OFFICIAL

BUILDER'S CHECK-LIST

**FOR CERTIFICATES OF OCCUPANCY AND/OR
CERTIFICATES OF APPROVAL**

**THIS CHECKLIST MUST BE SUBMITTED WITH THE APPLICATION FOR
CERTIFICATE WHICH YOU CAN OBTAIN FROM THE BUILDING
DEPARTMENT WHEN YOU PROVIDE YOUR PERMIT NUMBER**

**PLEASE BE ADVISED THAT SAME WILL BE REJECTED IF APPLICATION
IS NOT COMPLETED IN ITS ENTIRETY INCLUDING ALL ENCLOSURES
AND FEES.**

**CASHIER'S CHECK/MONEY ORDER PAYABLE TO THE TOWN OF WEST
NEW YORK FOR EACH CERTIFICATE OF OCCUPANCY IS \$100.00.
PLEASE BE ADVISED THAT ONCE YOU TRANSFER TITLE INTO THE
PURCHASER'S NAME, YOU WILL HAVE TO OBTAIN A CONTINUED
CERTIFICATE OF OCCUPANCY FOR THE TRANSFER.**

THERE IS NO FEE FOR A CERTIFICATE OF APPROVAL.

DATE: _____

PERMIT NUMBER: _____

ADDRESS: _____

Final Sign Offs:

Dates

Building

Plumbing

Electrical

Fire

Enclose Copies of the Following:

Foundation Location Survey _____

Final "As Built" Survey _____

Soil Conservation Compliance
(Where Applicable - Over 5,000 Sq. Feet) _____

Sewer Connection Approval Fee
(Proof of Payment) _____

Home Owner Warranty (per unit)
(Where Applicable) _____

Copy of Resolution _____

Project Built In Accordance with Resolution _____

Framing Checklist _____

For Multi Dwellings:

A Copy of the Certificate of Registration Issued
By the Bureau of Housing Inspections of the DCA _____

C.O.A.H. Compliance _____

OFFICE USE ONLY

Construction Official Approval

Thomas M. O'Malley

Date

Check No.: _____

Check Amt.: _____