

Department of Public Affairs



CONSTRUCTION OFFICIAL
CODE ENFORCEMENT AND OFFICE OF HOUSING INSPECTION
428-60TH STREET • ROOM 27
WEST NEW YORK, NJ 07093
TEL: (201) 295-5170 • FAX: (201) 295-9597

COSMO A. CIRILLO
COMMISSIONER

THOMAS O'MALLEY
CONSTRUCTION OFFICIAL
ZONING OFFICER

RESIDENTIAL OWNER CERTIFICATE

Today's Date: _____ Anticipated Closing Date: _____

PROPERTY ADDRESS: _____

Number of Units in the Building: _____ Unit Number Purchased: _____ BLOCK & LOT _____

PRESENT OWNER NAME:

(LLC'S must include actual name of manager/principal or application will be rejected)

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ EMAIL: _____

PURCHASERS' NAME:

(LLC'S must include actual name of manager/principal or application will be rejected)

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ EMAIL: _____

FEES:

MONEY ORDER/CASHIER'S CHECK to TOWN OF WEST NEW YORK

\$100.00 Condominium and Co-ops	\$100.00 One – Two Unit Dwellings
\$250.00 Three-Ten Unit Dwelling	\$ 50.00 Each Add'l Over Ten Units
\$25.00 REINSPECTION FEE PER UNIT FOR EACH ADDITIONAL INSPECTION	

***APPLICATION MUST CONTAIN PURCHASERS ORIGINAL SIGNATURES AND BE NOTARIZED**

Purchaser's Signature

SWORN TO AND SUBSCRIBE TO
ME BEFORE ON THIS ____ DAY
OF _____, 20 ____

Purchaser's Name (PRINT)

PLEASE NOTE THAT CERTIFICATE WILL BE AVAILABLE WITHIN FIVE TO SEVEN BUSINESS
DAYS AFTER THE INSPECTION DATE. PLEASE PLAN ACCORDINGLY

OFFICE USE ONLY

Payment Rec'd () Previous CO Attached () Tax Record Attached () Permits/Violations Attached ()

Initial Inspection Date: _____ Inspector: _____ Reinspection Date: _____ Inspector: _____

Inspection Result: P or F Signature: _____

OWNER CERTIFICATION

I, _____, am 18 years of age or older and do solemnly affirm and say:

I am the PURCHASER of the premises located at _____
_____ in the Municipality of West New York, County of Hudson and State of New Jersey.

As of this date, _____, the said premises contains _____ dwelling units occupied or intended to be occupied by persons living independently of each other. Furthermore, I am purchasing said property in "as is" condition and will be held responsible for any and all outstanding violations that exist at time of and after the closing date as long as I am in possession of said property. Should I wish to convert same into anything but a _____ unit building, I will do so by following all applicable laws and codes of the Town of West New York, Uniform Construction Code and the Bureau of Housing Inspection/Hotel and Multiple Dwelling Law. Furthermore, I shall notify the Bureau of Housing Inspection immediately in the event that the said premises are converted at any time in the future to contain any more than the _____ dwelling units so occupied or intended to be occupied and I understand that I shall be liable to a penalty in the event that I fail to do so.

Any person who violates or causes to be violated, any provisions of the HOTEL AND MULTIPLE DWELLING LAW, N.J.S.A. 55:13A-19(a), shall be liable to a penalty of not less than \$50.00 nor more than \$500.00 for each violation, and a penalty of not less than \$500.00 nor more than \$5,000.00 for each continuing violation. These violations are separate and apart from any Uniform Construction Code violations and any Uniform Fire Code violations.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature of Purchaser

SWORN TO AND SUBSCRIBED TO
BEFORE MORE ON THIS _____
DAY OF _____, 20____

Print Name

OFFICE USE ONLY BELOW THIS LINE

_____ BOILERS/FURNANCES; fully fire rated ceiling
or a sprinkler installed on the code water line

_____ HANDRAILS; required on all stairs with 3 or
more risers + landing on int/ext stairs

_____ BUILDING INSPECTIONS; all final inspections
on any permits have been finalized

_____ LOCKS; No keyed locks on any interior doors

_____ CARBON MONOXIDE DETECTORS;
(residential only)

_____ SMOKE DETECTORS; required on each floor;

_____ EGRESS; free and clear

_____ SPRINKLERS; operating properly

_____ EXIT DOORS; free of pad locks/key locks

_____ TRASH/RUBBISH; no accumulation inside or
outside

_____ EXIT SIGNS; operating properly -
illuminated/emergency lighting

_____ VIOLATIONS-BUILDNG CODE; no
outstanding violations

_____ EXTINGUISHERS; are required within ten feet
of any kitchen and must be properly mounted and readily
accessible

_____ VIOLATIONS - PROPERTY MAINTENANCE;
no outstanding violations

_____ FLUE PIPES on gas and oil fired appliances must
be tightly connected w/no leaks

_____ WINDOWS: operable and no broken or cracked
glass

NOTES: _____

