REVISED CERTIFICATE OF OCCUPANCY REQUIREMENTS
(During NJ State of Emergency for Corona Virus COVID 19)

1) Completed Application  Application is available on the Borough Website. Applications can be dropped thru the mail slot on the front door of Borough Hall.

2) Payment  $75 Check payable to the Borough of Woodcliff Lake.

3) Verification of No Open Permits  To be confirmed by the Building Department. No Certificate can be issued with open / outstanding permits.

4) Certification Letter
   A notarized letter from the seller's attorney with the following sections and signatures:
   - Section 1: Current owners stating that to the best of their knowledge, all smoke/carbon alarms are up to date and functioning with a proper fire extinguisher mounted in the kitchen which match requirements in the application and detailed below:
     a) Smoke detectors in working order on each level of the dwelling and outside of each separate sleeping area, including the basement but excluding unfinished attic or crawl space.
     b) Carbon monoxide alarms shall be installed and maintained no greater than 10’ from the doorway or inside of each separate and individual sleeping area(s).
     c) Portable fire extinguisher should be mounted within 10’ feet of the kitchen and located in the path of egress. This fire extinguisher should have a minimum rating of 2-A:10-B:C and weigh no more than 10 pounds.
   This section will need to be signed by the current owner of the property (seller).
   - Section 2: An inspection will have to be done within 60 days of the restrictions being lifted and any expense to bring the home into compliance will be the responsibility of the new homeowner (buyer). This section will need to be signed by the new owner (buyer) and a valid phone number needs to be provided for the scheduling of this inspection.

Letters can be emailed to the Building Department (msmith@wclnj.com).

A certificate will be emailed back.