

**For a SALE of property in Cliffside Park you need:**

BUILDING DEPT (201)313-2042 FIRE PREVENTION (201)313-2062

**STEP 1-** Apply for a CCO (Certificate of Continued Occupancy) in the Building Dept:

*NEW\* Must have buyers phone number or CCO paperwork will be considered incomplete*

An Application fee applies & a check made payable to “Borough of Cliffside Park” is due the day you bring the application in:

1 or 2 family dwelling \$50.00	Multiple Family Dwelling \$100.00
Commercial Building \$100.00	Condo/Co-Op \$50.00

**If you are selling a 1 or 2 family dwelling, multiple family or commercial property you will need a survey of the property or we will not be able to issue you a CCO as per borough ordinance.**

**STEP 2-** Set up an inspection in the Fire Prevention Bureau (located in the same office as Building Dept) \$75.00 Inspection Fee (*Selling a building with more than 3 units there is a higher fee*)  
Checks payable to: “Cliffside Park Fire Prevention” **Must be paid in office before inspection can be made.**

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**For RENTAL property in Cliffside Park you need:**

FIRE PREVENTION (201)313-2062

To apply for a RENTAL CCO in Fire Prevention 2<sup>nd</sup> Floor (in the same office as Building Dept):

1. Must have name of Tenant & Move in date.
2. Fill out RENTAL CCO Form

\$50.00 check to “Cliffside Park Fire Prevention” **Must be paid in office before inspection can be made.**

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**Requirements:**

**ALL SMOKE DETECTORS MUST BE 10 YEAR SEALED BATTERY  
HARD-WIRED SMOKE DETECTORS MUST BE UNDER 10 YEARS OLD**

**1 & 2 Family Dwellings:**

Smoke & Carbon Detectors on each level within 10 feet of each bedroom (Common Hallway)  
Fire Extinguisher mounted (under 10 Pounds) in the Kitchen

**Multiple Families/High-Rises:**

Smoke & Carbon Monoxide Detectors by bed rooms (in common hallway)  
**NO FIRE EXTINGUISHERS IN MULTIPLE DWELLINGS/HIGH RISES**

**CCO INSPECTIONS MUST BE MADE IN ADVANCE FROM CLOSING OR MOVE IN DATE  
EFFECTIVE 1/1/20 Inspections are Tuesday-Thursday 10AM-12PM OR 1PM-3PM**

**The Cliffside Park Building Department & Fire Prevention Bureau is located in the same office 2<sup>nd</sup> floor across from the Police Department.**

**Cliffside Park Municipal Complex  
525 Palisade Avenue  
Cliffside Park, NJ 07010**

**Payments-**

**Cash/Check/Money Order ONLY  
No Credit Cards Accepted**

**If paying by cash it must be exact for each department.**