

Checklist for UCC Certificate of Occupancy

A Certificate of Occupancy will be issued when all requirements of NJAC 5:23 – 2.23 have been fulfilled and applicable prior approvals generally described below are received. When a building is entitled to a Certificate of Occupancy, a certificate will be issued within ten (10) business days of the completed application. Certificates are normally reviewed and released by the Construction Official every Friday.

1. Building Department (UCC) Final Inspections:

Building Subcode Approval	Plumbing Subcode Approval
Fire Protection Subcode Approval	Electrical Subcode Approval
Elevator Subcode Approval	

2. Certificate of Occupancy Request (UCC Form F270)

Submit form F270 after all UCC final inspections are performed. When requesting a temporary certificate, you must list all incomplete items.

3. Soil Erosion & Sediment Control

Final Approval & Certification - Freehold Soil Conservation District.

4. Engineering

Final Approval – as applicable.

5. Zoning Official

Final Approval - submit "as built" final survey; include elevations and details necessary to assure compliance with released plans and approvals.

6. Home Owners Warranty

Submit Warranty - registration.

7. Road Department

Final Approval - Road Opening Permits.

8. NJ Department of Transportation / NJ Department of Environmental Protection

Final Approval – as applicable.

9. FEMA Elevation Certificate (FEMA form 81-31)

Applicable to all residential construction built in a flood hazard zone.

10. Board Of Health

Final Approval – as applicable

11. Certificate Requirements

Provide the following information:

Description of Work and / or Use
Use Group
Occupant Loads
Construction Classification
Max Live Load

12. **Certification requested:** contractors named on a construction permit shall submit a letter of completion (NJAC 5:23-2.21(e)5) certifying to the best of the contractor's knowledge and belief that such work has been done substantially in accordance with the code and with those portions of the plans and specifications controlled by the code, with any substantial deviations specifically noted.