



The City of Pleasantville requires a **Certificate of Occupancy** and a **Yearly Rental Registration Certificate** prior to occupancy of any rental property or sale of property.

The following items must be submitted with each certificate of occupancy application:

1. FIRE SAFETY CERTIFICATE

Fire certificate may be obtained at the Pleasantville Fire Dept.

2. HEAT AND HOT WATER HEATER CERTIFICATE

May be obtained from any licensed Plumber or HVAC technician of your choice.

*Electric units do not need certification.

3. FIREPLACE CERTIFICATION

Gas units may be certified by HVAC technician or Plumber.
Wood burning fireplace must be certified by licensed Chimney Sweeper.

All fees must be paid up to date at time of submitting applications.

Inspections shall be conducted between 9:30 – 11:30am and 1:30-3:30 pm

Should a re-inspection be required a fee of **\$50** is due prior to another inspection being conducted.

All utilities must be ON at the time of inspection or the inspection shall be aborted and a \$50 fee shall be required for re-inspection.

HEAT AND HOT WATER HEATER CERTIFICATIONS

- Heating units must be certified by:

**LICENSED HVAC TECHNICIAN OR LICENSED
PLUMBER**

Electric units: Certification NOT required.

- Hot water heaters Must be certified by :

LICENSED PLUMBER ONLY

Electric units: certification NOT required

**All certifications must be on COMPANY'S LETTER HEAD
and must be validated with the PLUMBERS SEAL**

**NOTE: *GENERAL CONTRACTORS MAY ONLY CERTIFY UNITS
IF THEY HAVE A VALID PLUMBERS LICENSE AND CAN PROVIDE
COPY OF THE LICENSE ***



CITY OF PLEASANTVILLE
Code Enforcement Department
18 North First Street Pleasantville, NJ 08232

Phone: (609) 484-3633
Fax: (609) 677-4806
Kevin Cain
Construction Code Official

Occupancy Permit Application

Application is hereby made for inspection, approval, and issuance of an Occupancy Permit for the following dwelling unit as provided by the City of Pleasantville Municipal Code §300-43.

Property Address: _____

Unit#: _____ Block: _____ Lot: _____

Name of Owner: _____

Owner's Address: _____

City/State/Zip: _____

Phone Number: _____

Owner's Email Address: _____

Name of Primary Occupant: _____

Number of Bedrooms: _____ Maximum Unit Occupancy: _____

Total number of occupants authorized for habitation in unit: _____

Reason for Certificate of Occupancy *(Please Check)* Change of Ownership Change of Tenant

A non-refundable fee of forty dollars (\$40.00) must be paid when application is submitted. If a re-inspection is required to bring the unit into compliance a fifty dollar (\$50.00) fee will be charged, and/or any additional inspections thereafter.

Should you find it necessary to cancel an appointment, you must do so by 4:00 P.M. on the day prior to said appointment, or a fifty dollar (\$50.00) fee shall be charged.

This application shall become null and void if not completed within 3 months from date received by the Code Enforcement Office. Should the tenant name or new owners name on application change within 5 days from when the Certificate of Occupancy was printed, a new occupancy permit will be printed at an additional cost of two dollars (\$2.00). Should the 5 day period pass a new application shall be required. **NO EXCEPTION** – make all checks/money orders payable to City of Pleasantville (NO CASH ACCEPTED).

Owner/Agent Signature: _____ Print Name: _____

INSPECTORS WILL BE AVAILABLE FOR SCHEDULING AND CONSULTATIONS REGARDING YOUR INSPECTIONS BETWEEN 8:30 AM - 9:30 AM AND 4:00 PM- 4:30 PM. INSPECTORS WILL RETURN CALLS WITHIN 24 HOURS

Office use only:

Date: _____ Received By: _____ Check/M.O #: _____