

**PLEASANTVILLE CODE ENFORCEMENT**

**Phone: 609-484-3633 Fax: 609-677-4806**

**PLEASE READ THIS PAGE BEFORE SUBMITTING.** 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 from the Pleasantville Fire Dept. at 609-484-3625.

**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 (if it applies)**

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

- ❖ Initial fee of \$60 must be submitted with the application. Should a re-inspection be required a fee of **\$50** is due prior to another inspection being conducted.  
CHECK OR MONEY ORDER ONLY.
- ❖ Inspection time windows are between 9:30am – 11:30am and 1:30pm – 3:30pm.
- ❖ All utilities **MUST BE ON** at time of inspection or the inspection shall be aborted and a \$50 fee shall be required for re-inspection.
- ❖ For all applicants, buying a property with an LLC, please provide owner's or property caregiver's name and information on application.
- ❖ All applications require 7 – 10 business days for processing and inspection dates.

REVISED 05/25/23



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

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

**Application**  
**Occupancy Permit/Transfer of Ownership Permit**

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

**1.) Property Information:** **Date of Application:** \_\_\_\_\_

Property Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Building #: \_\_\_\_\_ Unit #: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qualifier: \_\_\_\_\_

**Use of Property:** (Check One) ☐ Residential-Owner Occupied ☐ Residential-Rental  
☐ Commercial ☐ Industrial

**2.) Current Owner/Company Information:**

Current Owner's Name: \_\_\_\_\_

Current Owner's Address: \_\_\_\_\_

Current Owner's City/State/Zip: \_\_\_\_\_

Current Owner's Phone Number: \_\_\_\_\_

Current Owner's Email Address: \_\_\_\_\_

**3.) New Owner/Company Information:**

New Owner's Name: \_\_\_\_\_

New Owner's Address: \_\_\_\_\_

New Owner's City/State/Zip: \_\_\_\_\_

New Owner's Phone Number: \_\_\_\_\_

New Owner's Email Address: \_\_\_\_\_

**4.) For Rental Units Only:**

Name of Complex: *(If applicable)* \_\_\_\_\_

Total Number of Units: \_\_\_\_\_ Number of Buildings: \_\_\_\_\_

Name of Primary Tenant: \_\_\_\_\_

Names of all persons authorized to occupy unit: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Maximum Intended Number of Occupants: \_\_\_\_\_

Type of Rental Property: (Check One) ☐ Single Family ☐ 2 Family Duplex ☐ 3 Family ☐ 4 Family  
☐ 5 units and above Multifamily ☐ Co-Op ☐ Condominium

Managing Agent/Superintendent Information: *(If different from owner)*

Agent Name: \_\_\_\_\_

Agent Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Agent Phone Number: \_\_\_\_\_

Agent Email Address: \_\_\_\_\_



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**5.) Reason for Occupancy Permit/Transfer of Ownership: (Please Check One)**

- |   |   |
|---|---|
| <input type="checkbox"/> Occupancy Permit – Change of Tenant    | <input type="checkbox"/> Transfer of Ownership Permit |
| <input type="checkbox"/> Occupancy Permit – Change of Ownership |   |

**Definitions:**

**OCCUPANCY PERMIT** - A permit issued by the Code Enforcement Officer or designee certifying that a dwelling unit or apartment is fit for human habitation and that such dwelling unit or apartment is in compliance with all other ordinances of the City of Pleasantville. A dwelling unit shall be deemed to be unfit for human habitation where conditions exist therein which are dangerous to the health or safety of the unit's occupants or of the residents of the City. Such conditions may include, but need not be limited to, defects increasing the hazard of fire, accidents or other casualty; lack of adequate ventilation, light or sanitary facilities; dilapidation, disrepair or structural defects; or uncleanness.

**TRANSFER OF OWNERSHIP PERMIT** – A permit issued by the Code Enforcement Officer or designee for the exclusive and sole purpose of Changing Ownership of a dwelling unit or property. All Transfer of Ownership permit applications shall include a signed and notarized statement by the new proposed owner of the property (*see page 3*), attesting that they are responsible for abating outstanding code violations identified in the inspection made by the City's Code Enforcement Officer or designee. The Transfer of Ownership Permit does not grant the right of occupancy and does not allow occupancy of the dwelling unit or property. Upon inspection by the Code Enforcement Officer or designee; the unit and or property is found to have City of Pleasantville Property Maintenance code violations, the new proposed owner of the property is responsible for abating outstanding code violations. All outstanding violations must be corrected by the due date on the permit. Failure to correct identified and outstanding Property Maintenance violations by the due date will result in the issuance of a court summons. Penalties include fines, community service or imprisonment as defined in Section 300-8 Enforcement; violations and penalties of Chapter 300 Land Management.

For residential properties, a non-refundable fee of sixty dollars (\$60.00) must be paid when application is submitted. For commercial properties, a non-refundable fee of One Hundred dollars (\$100.00) 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 pm on the day prior to said appointment, or a fifty dollar (\$50.00) fee shall be charged.

If a certificate or permit, is not issued within 3 months from the date this application is received by the Code Enforcement Office, the application shall become null and void. Should the current owner, new owners, tenant name, or name on application change within 5 days from when the Occupancy permit was printed, a new occupancy permit will be printed at an additional cost of \$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)

**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**

Owner/Agent Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Office use only**

Date Application Received: _____	Check/M.O. #: _____
Fees Collected\$: _____ Request ID#: _____	Received By: _____