

# **HOW TO OBTAIN A CERTIFICATE OF OCCUPANCY FOR RESALE**

## **Option 1**

Go to [garfieldnj.org](http://garfieldnj.org). scroll down the main page past the mayor's picture. Click on **Building Dept. Citizen Portal**.

Under construction click on **Pay Construction Permit Balances / apply for .....**

Then click on **Certificate of Continued Occupancy**.

## **Option 2**

Please email the required information to the person below:

Deanna Eisenman - [deisenman@garfieldnj.org](mailto:deisenman@garfieldnj.org)

- a) The address that you are selling.
- b) The buyer and sellers name, current home address, phone number and email address  
If the name is a corporation or LLC, please provide the name and the contact person.

Once you have emailed your information to the building dept. you will receive an email requesting fees. You will then need to drop off your payment for the CO and Fire Inspection to the Building department located on the first floor of City Hall. Fees will be collected and processed before an inspector is assigned.

**Residential:** one (1) check or money order for your **CO** is made payable to the **"CITY OF GARFIELD"**

1 family - \$50.00

2 family \$100.00

For multiple-family dwellings: first two (2) units \$100.00 for each additional unit \$25.00

**Commercial:** one (1) check or money order for your **CO** is made payable to the **"CITY OF GARFIELD"**

Less than 3000 square feet of gross floor area - \$150

3,000 to 10,000 square feet of gross floor area - \$500

Anything over 10,000 square feet of gross floor area - \$500 plus \$30 for each additional 1,000 square feet.

Please note: Mixed use buildings require both residential and commercial fees.

## **Smoke, carbon and Fire Extinguisher**

One (1) check or money order for your smoke certification made payable to **"BUREAU OF FIRE PREVENTION"**

1 family - \$50.00

2 family \$100.00

For multiple-family dwellings: first two (2) units \$100.00 for each additional unit \$25.00

\*Application process begins on the date information/ application is received. Please allow for 10 business days to complete the process. \*