



City of Rahway
Department of Community Development
Property Maintenance Division
One City Hall Plaza
Rahway, NJ 07065
propertymaintenance@cityofrahway.com

INSTRUCTIONS FOR CERTIFICATES OF OCCUPANCY

Thank you for contacting the City of Rahway Division of Property Maintenance to obtain a Certificate of Occupancy (CO). **Note, the instructions below have changed effective September 2020.**

Due to an abnormally high demand for Certificates of Occupancy and the time needed to address prerequisites (Zoning and Building permits and violations), we strongly encourage applicants to submit complete applications (with fee payments) at least 2 to 3 weeks prior to closing.

Please follow the instructions below carefully using the referenced documents. Incomplete submittals will result in delays for inspections and the issuance of Certificates. Complete submittals (with completed application and fee payment returned together) help to expedite the processing.

Referenced forms may be obtained from the following website location: <https://www.cityofrahway.org/departments/community-development/division-of-property-maintenance/>. There is currently ONE (1) application form for all property types (residential, commercial, retail, multi-family and multi-use). Please read the form carefully and complete all required sections.

Application Instructions (omissions result in delays)

1. Reply to these instructions via propertymaintenance@cityofrahway.com as follows:
 - a. Review, complete and return the application for Certificate of Occupancy. (Note, you will later need 2 completed hard copies at the inspection).
 - b. Send scanned copies of the completed application and check/money order to propertymaintenance@cityofrahway.com. Mailed originals result in delays.
 - c. A representative or inspector will contact you within 5 business days to schedule an inspection.

Inspections will not be scheduled until the complete application and appropriate fee have been received.



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Inspection Instructions

In an effort to minimize potential exposure to COVID-19 and out of respect for our residents' and employees' health and safety, please follow these detailed instructions. Deviations from these instructions will likely result in canceled inspections. All inspections will be performed at the assigned inspector's discretion based on the applicant's adherence to the instructions.

1. COVID-19 Instructions
 - a. PLEASE DO NOT SCHEDULE INSPECTION IF YOU OR ANY OCCUPANT OF THE BUILDING HAS EXPERIENCED ANY OF THE SYMPTOMS OF THE COVID-19 VIRUS WITHIN THE PAST 14 DAYS.
 - b. Do not schedule an inspection if you have had or been exposed to someone with the COVID-19 virus within fourteen (14) days of our call to schedule inspection.
 - c. Upon inspection, only one (1) person may attend the inspection indoors with the inspector. All other occupants must remain outside or otherwise.
 - d. The person attending the inspection with the inspector must always wear a mask covering their mouth and nose during the inspection.
 - e. The person attending the inspection with the inspector must always maintain a minimum distance of six feet (6 ft.) from the inspector.
2. Upon arrival, your inspector will inquire as to anyone within the building who may have any symptoms of COVID-19 within the past 14 days. Inspectors are required to show ID upon request.
3. At the onset of the inspection please provide:
 - a. 2 completed copies of your application,
 - b. Fee (check or money order) for the application/inspection.
4. Your receipt for the fee payment and the inspector's notes will be added to one copy of the application for your file/use. The other copy will be used for the City's file.
5. Following the inspection, the inspector will prepare a report with his/her findings. The report will be emailed to you if you provide an email address on the application, otherwise it will be mailed. Allow three (3) business days to receive the emailed report.

Other Department Approvals: The following additional approvals are required prior to receiving a TCO or CO:

	Building Permits Closed/ Resolved	Zoning Permit	Fire Dept. Inspection	Health Dept. Approval
Single Family	X			
Multi-Family (4 or more families)	X	X	X	
Commercial	X	X	X	
Commercial/ Restaurant	X	X	X	X
Mixed Use (Commercial and Residential)	X	X	X	



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