



City of Rahway

Department of Community Development
Division of Property Maintenance
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1 City Hall Plaza
Rahway, NJ 07065

Phone:(732) 827-2199
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Application for Certificates of Occupancy and Continued Occupancy

Street Address: _____ Block:___ Lot:___ No. of Units:___ Date:_____

Type of _____ Change of Ownership, _____ Change of Occupancy (Tenant), _____ Change of Use
Application: _____ Residential, _____ Commercial, _____ Industrial, _____ Residential and Commercial

Transaction Type: _____ Purchase/Sale, _____ Lease/Rental Closing Date or Lease/Rental Start Date: _____

Applicant Information:	Name: _____	Applicant is the: _____ Seller, _____ Owner, _____ Buyer, _____ Tenant, _____ Realtor, _____ Other: _____
	Phone: _____ Email: _____	

Owner / Seller Information:

Name: _____

Phone: _____ Email: _____

Address: _____

Buyer / Tenant Information:

Name: _____

Phone: _____ Email: _____

Address: _____

- Additional Requirements:
- Commercial, retail, mixed (residential-retail) property applicants must obtain and provide a Zoning Permit prior to being considered for a Certificate of Occupancy. Fire Department inspection and approval must also be obtained.
 - A Temporary Certificate of Occupancy (TCO) may be obtained if all Fire Prevention measures have been addressed, and the buyer consents to addressing all possible/remaining inspection requirements by endorsing a TCO affidavit.

Fee determination (per City of Rahway Ordinance Chapter 257)

Residential Properties

Single Family (CO): \$50.00
Additional Fee for Single Family TCO: \$25.00

Multi Family (CO): \$50.00 (first unit) + \$25.00 per each additional unit
Additional Fee per unit TCO: \$25.00

Commercial (Industrial and Retail) Properties

Commercial (CO): \$100.00
Additional Fee for Commercial TCO: \$50.00

Address checks payable to the City of Rahway.

Below For Office Use Only

Fee Due: \$ _____	Payment Received Date: _____, Received by: _____
Payment Received: _____ At counter _____ By Mail	Payment Method: _____ Cash, _____ Check, _____ Money Order
Notes: _____	Check or Money Order No.: _____
	Fee Paid By (Name and Address): _____