



### City of Rahway

Department of Community Development

Division of Property Maintenance

[propertymaintenance@cityofrahway.com](mailto:propertymaintenance@cityofrahway.com)

1 City Hall Plaza  
Rahway, NJ 07065

Phone:(732) 827-2199

Fax: (732) 680-1374

### Application for Certificates of Approval for 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,<br>_____ Owner, _____ Buyer,<br>_____ Tenant, _____ Realtor,<br>_____ 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 Approval for Continued Occupancy. Fire Department inspection and approval must also be obtained.
- A Temporary Certificate of Approval for Continued Occupancy (TCACO) may be obtained if all Fire Prevention measures

#### Fee determination (per City of Rahway Ordinance Chapter 257)

| <u>Residential Properties</u>  | <u>Commercial (Industrial and Retail) Properties</u>                        |
|--|---|
| <b>Single Family (CACO):</b> \$50.00<br>Additional Fee for Single Family TCACO: \$25.00<br><b>Multi Family (CACO):</b> \$50.00 (first unit) + \$25.00 per each additional unit<br>Additional Fee per unit TCACO: \$25.00 | Commercial (CACO): \$100.00<br>Additional Fee for Commercial TCACO: \$50.00 |

**Address checks payable to the City of Rahway.**

| <i>Below For Office Use Only</i>                    |  |
|---|--|
| Fee Due: \$ _____                                   | Payment Received Date: _____, Received by: _____           |
| Payment Received: _____ At counter<br>_____ By Mail | Payment Method: _____ Cash, _____ Check, _____ Money Order |
| Notes: _____  | Check or Money Order No.: _____                            |
|   | Fee Paid By (Name and Address): _____                      |