

The City of Camden requires that a Certificate of Continued Occupancy (“CCO”) shall be applied for and issued prior to the sale or conveyance of any property within the City. **The application is the responsibility of the Seller.** The Seller must receive a Certificate of Continued Occupancy (CCO) before transferring ownership.

Buyer, with Sellers written permission, may make the application as his agent.

A Certificate of Continued Occupancy is necessary wherever there is a change of **ownership** (as when the building is being *sold*) **not** when there is a change of **occupancy** (*Renting* the property to a new tenant). For change of occupancy contact the Housing Dept.

The cost to apply for a CCO is \$264.00. This fee includes inspections required under the Uniform Fire Safety Act. The application is good for 6 months. After 6 months a new application must be filled out and paid for.

If a Seller fails to obtain a Certificate of Continued Occupancy and closes title, the Seller shall remain liable for all penalties until a Certificate of Continued Occupancy is issued. Penalties up to \$2000. may be levied by the Building Bureau. Any person who serves as an agent, employee or representative of any party to a Seller, including but not limited to, any licensed real estate broker, attorneys for seller, buyer, and/or lender may be found liable for a violation hereunder and punished to the full extent of the law.

It is also necessary to “close out” all existing open permits prior to the CCO inspection. No Certificate of Continued Occupancy will be issued until all open building permits are closed.

If a property is not habitable, the buyer can sign an “Agreement Not to Occupy” agreeing to obtain all permits and do all work diligently and apply for a CO.

The Certificate of Continued Occupancy shall be evidence that only a general inspection of the visible parts of the building has been made and that no violations of N.J.A.C. 5:23-214 have been determined to have occurred and no violations of N.J.A.C. 5:23-2.32(a) have been found.