



Borough of Carlstadt

Zoning Department

Zoning Officer Frank Recanati

500 Madison Street, Carlstadt, NJ 07072

Phone: (201) 939-2304

ZoningDept@CarlstadtNJ.us

Application For Residential and Commercial Certificate of Zoning & Property Maintenance Compliance

Please complete all the necessary information below and return this form with the inspection fee to the Zoning Office. An inspection will be conducted by a Zoning Inspector in compliance with Borough Ordinance 95-3.

**Please PRINT the information for clarity.
PAYMENT & APPLICATION MUST BE RECEIVED
PRIOR TO SCHEDULING INSPECTION**

FEES

\$75.00 Per Residential Unit / Commercial Use
\$50.00 Reinspection Fee per Unit / Use

Make check payable to Borough of Carlstadt

Property Information

Block: _____ Lot: _____ ☐ Change of Ownership ☐ Change in Tenant
Property Type: ☐ Commercial ☐ Owner Occupied ☐ Rental
☐ One family ☐ Two family ☐ Multi-Family # Units _____
Street Address: _____ Unit (if applicable): _____

Ownership Information

SELLER / LANDLORD Name: _____

Address (if different): _____

City: _____ State: _____ ZIP Code: _____

E-Mail: _____ Phone: _____

BUYER / TENANT Name: _____

Address (if different): _____

City: _____ State: _____ ZIP Code: _____

Business Contact: _____

E-Mail: _____ Phone: _____

Inspection Contact: _____ Phone Number: _____

Signature of applicant: _____ Date: _____

Additional Information

All Commercial / Industrial Units must complete and submit the Supplemental Information for Commercial COZ Form

All Residential Units including rentals must complete and submit the Supplemental Information for Commercial COZ Form and any requested documentation.

FAILURE TO SUBMIT THESE DOCUMENTS MAY DELAY THE ISSUANCE OF YOUR CERTIFICATE

FOR OFFICE USE ONLY

Date Received: _____ Date of Inspection: _____ Approved Y N Certificate Number: _____



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Supplemental Information for Commercial Certificate of Zoning Compliance

Please complete the requested information below regarding the Certificate of Zoning Compliance and return with the completed application.

Name of Company _____

Company Contact _____

Phone Number _____ E-Mail _____

Please describe the business. _____

Approximate Number of Employees? _____

Hours of Operation? Please include days of the week. _____

Will you have Off Street Parking? _____ Number of Spaces: _____

Will you have, or be preparing, any food or pre-packaged consumable items to be sold? _____

Please note a yes will require inspections and approvals from the Carlstadt Board of Health 201-531-7182

Will you be using or storing any Hazardous Materials? _____

Please note a yes answer will require notification to the Office of Emergency Management for compliance with Federal planning laws.

Will you have: Retail Space ☐ Outside Storage ☐

This form was completed by:

PRINTED NAME

DATE

SIGNATURE



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Supplemental Information for Residential Certificate of Zoning Compliance

Please complete the requested information below regarding the Certificate of Zoning Compliance and return with the completed application.

FIRE SAFETY

New Jersey State Fire Codes require that all residential units be inspected for compliance with Smoke Detector, Carbon Monoxide Alarm, and Fire Extinguisher laws. An inspection must be conducted by an inspector from the Carlstadt Bureau of Fire Safety. There is a separate fee for this inspection, Applications for these inspections are available at the Construction Office, Bureau of Fire Safety or on the Borough Web Page.

I acknowledge that I have read the above statement and I have scheduled the required inspection _____
Please Initial

LEAD PAINT SAFETY

As of July 2022, the State of New Jersey has begun to enforce Lead Safe Certification. This new law requires lead-paint inspections, on all rental properties at turnover or within two years of the effective date to complete their initial Lead Safe Certification inspection. Going forward this law will require property owners to continually re-certify their units as Lead-Safe at either turnover or every three years (whichever comes first) and Lead Safe Certifications are only valid for 2 years. This pertains to all residential units regardless of being a one, two, or multiple family dwelling built in 1978 or prior.

If your dwelling was build prior to 1978, a Wipe Test will have to be conducted by a Licensed Lead Evaluation Contractor and a copy of the report is to be attached to this application. A list of approved Lead Evaluation Contractors can be obtained from the Carlstadt Construction Department or at :

www.state.nj.us/dca/divisions/codes/publications/pdf_lead/ld_eval_contrs.pdf

Street Address: _____ Unit : _____ Year Built: _____

Do you have a current Lead Safe Certificate? _____ Expiration Date: _____

Wipe Test Conducted By: _____

PRINTED NAME

DATE

SIGNATURE