

**Building Permits and Inspections Department**

## **Selling your property? You need a CCO**

It's spring! That means house-selling season. If you want to sell or transfer ownership of a structural property or vacant lot, you need a certificate of continued occupancy, or CCO, from the Bloomfield Building Permits and Inspections Department.

A CCO certifies a property's compliance with local building codes and other laws, and declares it suitable for occupancy. It's also a tool for maintaining high property values since it establishes livable property conditions.

Be aware: Applications must be submitted within 30 days prior to the property closing date. Once you apply, an inspector will call you to schedule an inspection.

When the certificate is granted, it will be valid for up to six months from the date of issue. (If the property doesn't sell within six months and you want to keep it on the market, you'll need a new CCO.)

CCO applications are available in the Building & Inspections Department, Town Hall, room 105. Hours are Monday to Friday, 8:30 a.m. to 3 p.m. Or download the application, fee schedule and inspection checklist at <http://www.bloomfieldwpnj.com>. For information, call (973) 680-4053.