



TOWNSHIP OF SOUTH BRUNSWICK

Municipal Building • P.O. Box 190 • Monmouth Junction, NJ 08852-0190

Phone 732-329-4000 Ext. 7217 Fax 732-274-2084

Dear Homeowners and Realtors,

South Brunswick recently adopted a new requirement for a Residential Certificate of Continued Occupancy (RCCO), which takes effect January 4, 2021.

This new inspection is required by all homeowners for the sale or transfer of any residential dwelling. A copy of the ordinance has been enclosed for your review. This is not a property maintenance inspection. This inspection process is limited to address three distinct areas:

1. Confirming there are no open building or zoning permits for this property. If so, they must be fully satisfied with all associated fees and inspections as required before a RCCO will be issued.
2. There has been no improvement work done with the absence of a construction permit or zoning permit where one is required. If so, the property owner must file the proper applications, pay all associated permit fees, and secure the necessary inspections to satisfy the permits before the RCCO will be issued.
3. There are no identifiable unsafe structures or unsafe conditions as evidenced by a general inspection of the property. If so, they must be addressed as directed before the RCCO will be issued.

The goal is to make this inspection program as efficient as possible. An application is enclosed and will also be available on the township website. The application will be submitted to the Office of Planning and Zoning with one of the two required application fees:

The fee for a Residential Certificate of Continued Occupancy for a detached residential dwelling shall be \$150.00. The fee for a multi-family dwelling commonly referred to as townhouse or condominiums shall be \$125.00.

The Housing Officer will call the designated contact to schedule the inspection once the application has been processed with the appropriated payments, and the necessary zoning approval and permit search has been accomplished.

The RCCO inspection will require access to the dwelling with an expected inspection time to be on average 15-30 minutes.

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Once a property has been properly inspected and approved for sale, the associated Residential Certificate of Continued Occupancy shall be issued the next business day.

If you have any questions, please contact the Planning and Zoning Office at 732-329-4000 ext. 7240.

Sincerely,

Bryan Bidlack
Director of Planning and Zoning