Are you selling a home in Bernards Township?

When you are selling your home in Bernards Township you must obtain the following:


Information regarding these documents is included in this guideline.

Both the Bureau of Fire Prevention and Code Enforcement offices are located at 277 South Maple Avenue, Basking Ridge, NJ.

*You must schedule the inspection with the Bureau of Fire Prevention in person.*

The Construction Records Clearance may be applied for through the mail or in person. Incomplete applications will be returned.

Please read and follow the instructions clearly to expedite your application process.
Bernards Township Code Enforcement
Construction Records Clearance Application – Residential

Seller Name __________________________________________ Mailing Address __________________________ City ________
________ State ___________ Zip __________ Phone (__________)
____________ Is this phone# Listed ☐ or Unlisted ☐

Property Address ______________________________________
Block ________ Lot ________ Qualification Code ____________

☐ Single Family ☐ Two Family ☐ Condominium ☐ 3+ Family
Approx Year Built________________________

Please answer the following questions; if the pool is a community pool then the answer is NO for pool & pool fence.
Address Displayed on Building ☐ Yes or No ☐
Swimming Pool onsite Yes ☐ or No ☐
Pool Fence on Property Yes ☐ or No ☐
Finished Basement Yes ☐ or No ☐
2nd Kitchen Yes ☐ or No ☐
(ie: basement, pool house, etc)

Contact Person (Agent): ___________________________ Phone#______________ Address: __________
______________________________ ____________________________

Closing Date________________________(required)

I hereby certify that I am the (agent) owner of record and am authorized to make this application

______________________________ ________________
Signature Date

DO NOT WRITE BELOW THIS LINE

Open Permits Yes or No If Yes, Permit #’s ________________________________
Open Zoning Yes or No If Yes, Date Sent to Zoning ________________________________

Certificate of Occupancy/Approvals Issued Yes or No Certificate# ______________
Zoning Approval Yes or No Date_________ Cash or Check# ______________
Certificate to be ☐ Mailed or ☐ Called ☐ Owner or ☐ Agent (Contact Person)
Date Submitted ______/_____/____

Please mail or submit completed application w/ Payment to:

APPLICATION FEE:
[ ] $40.00 Requests received more than 10 calendar days from change of occupancy/closing.
[ ] $75.00 Requests received within 10 calendar days of change of occupancy/closing.
[ ] $125.00 Requests received within 4 calendar days of change of occupancy/closing.

Revised 09/01/18
SECTION 12-2 Construction Records Clearance Required (CRC)

§ 12-2.1. When Required

No building or structure shall be occupied in whole or in part prior to the issuance of a certificate of construction records clearance (CRC). A CRC shall be required prior to the sale of any residential or commercial structure and prior to the rental of any tenant space in a commercial structure within the Township.

Exceptions:

The following transactions are exempt from obtaining a CRC as long as no change in physical occupancy occurs.

1. Transfer of title to correct a previously recorded deed.
2. Title eligible to be recorded as an ancient deed pursuant to N.J.S.A. 46:16-7.
3. Transfer of title between husband and wife, whether or not relating to divorce, or between former spouses if the transfer is incident to an order or judgment from any court of competent jurisdiction.
4. Transfer of title relating to new construction for which a certificate of occupancy is required.
5. Transfer of title by or to an executor, administrator or court order which affects a distribution of a descendant's estate in accordance with the provisions of the descendant's will or the interstate laws of the state.
6. Transfer of title due to refinancing, home equity loans, second mortgages.
7. Transfer of title by or to a receiver, trustee in bankruptcy or liquidation, or assignee for the benefit of creditors.
8. Residential rentals.

§ 12-2.2. Responsibility

No owner shall permit the sale of a residential or commercial premises or rental of commercial premises covered under this section unless the requisite CRC has been issued. No purchaser or tenant shall occupy any premises covered under this section until the requisite CRC has been issued. Owners, tenants and occupants shall be jointly and separately responsible for failure to obtain the requisite CRC required hereunder. The owner or his authorized agent shall submit a written application and payment of fees at least 10 calendar days prior to the change of ownership and/or occupancy on the form provided by the Township.

§ 12-2.3. Preoccupancy records inspection

Prior to the issuance of any such certificate for any transaction, the enforcing agency shall conduct a records inspection to ensure that there are no open construction permits or zoning permits on subject premises. Should there be open permits on subject premises, all final inspections and prior approvals shall be obtained and appropriate Uniform Construction Code certificates and zoning certificates shall be issued prior to issuance of the CRC.

§ 12-2.4. Fees

The applicant shall submit with the application fees for the CRC as follows to cover the administrative cost

CRC:  
- $40.00 Requests received more than 10 calendar days from change of occupancy/closing.
- $75.00 Requests received within 10 calendar days of change of occupancy/closing.
- $125.00 Requests received within 4 calendar days of change of occupancy/closing.

§ 12-2.5. Violations and Penalties

Any person, firm or corporation violating any provisions of this section shall, upon conviction, be punishable by a fine not exceeding $1,000, imprisonment for a period not exceeding 90 days and/or a period of community service not exceeding 90 days.

The issuance of a CRC shall not preclude the imposition of penalties upon subsequent discovery of violations.

**Certificates are valid for 6 Months from the date of issue unless a change in occupancy has occurred, and must be renewed for each occupancy change.