



City of Rahway
Department of Code Enforcement
Property Maintenance Division
One City Hall Plaza
Rahway, New Jersey 07065
propertymaintenance@cityofrahway.com

**INSTRUCTIONS FOR CERTIFICATE OF APPROVAL FOR CONTINUED
OCCUPANCY**

Thank you for contacting the City of Rahway Division of Property Maintenance to obtain a Certificate of Approval for Continued Occupancy (CACO).

Due to an abnormally high demand for Certificates of Approval for Continued Occupancy and the time needed to address prerequisites (Zoning and Building permits and violations), we strongly encourage applicants to submit complete applications at least **2 to 3 weeks prior to closing.**

Please follow the instructions below carefully using the referenced documents. Incomplete submittals will result in delays for inspections and the issuance of Certificates.

There is currently ONE (1) application form for all property types (residential, commercial, retail, multi-family and multi-use). If you are a homeowner and would like to rent out the property, you will need to register as a landlord with the city clerk. You will also need to submit a CACO application for the tenant. A CACO in the tenant's name must be issued prior to them moving into the property. Please read the form carefully and complete all sections except ***"Below for Office Use Only"***

Application Instructions

Reply to these instructions via propertymaintenance@cityofrahway.com as follows:

1. Review and complete the application for Certificate of Approval for Continued Occupancy.
2. Send a copy of the completed application to propertymaintenance@cityofrahway.com or bring the application in-person to our office along with proof of landlord registration if submitting an application for a tenant.
3. Fees (check or money order) made out to the City of Rahway will need to be given prior to the inspection date.
4. A representative or inspector will contact you within 7 business days to schedule an inspection.
5. Following the inspection, the inspector will prepare a report with his/her findings. The report will be emailed to you if you provide an email address on the application, otherwise it will be mailed. Allow five (5) business days to receive the emailed report.



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Other Department Approvals: The following approvals are required prior to receiving a CACO:

	Building Permits Closed/Resolved	Zoning Permit	Fire Department Inspection	Health Department Approval
Single Family	X			
Two Family	X	X		
Multi-Family (3 or more families)	X	X	X	
Commercial	X	X	X	
Commercial/Restaurant	X	X	X	X
Mixed Use (Commercial and Residential)	X	X	X	