

TOWNSHIP OF READINGTON

WHITEHOUSE STATION, NEW JERSEY 08889

MUNICIPAL BUILDING
509 ROUTE 523
WHITEHOUSE STATION, NJ 08889

VITA MEKOVETZ, RMC/CMC
ADMINISTRATOR/MUNICIPAL CLERK



MICHAEL KOVONUK
CONSTRUCTION CODE OFFICIAL
CODE ENFORCEMENT OFFICE
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Construction Records Clearance Certificate

Prior to the sale of any building or structure, unless exempted, a certificate shall be obtained verifying that all previous permits have been closed out as necessary.

The Construction Records Clearance (CRC) certificate will list all permits previously obtained, along with the type of work and closing date associated with the construction permit.

Should there be open permits on the premises, all final inspections and prior approvals shall be obtained and the appropriate UCC certificates shall be issued prior to the issuance of the CRC.

Certificates are valid for 6 months from the date of issue unless a change in occupancy has occurred. Should any new construction permits be obtained after the CRC has been issued, the CRC must be updated to reflect the change. Please speak with any staff member in the Code Enforcement Department if you have any questions. There will be no fee charged for reissuing a CRC for work done in association with the sale if it occurs within 6 months of the CRC issuance date.

Readington Township Code Enforcement

Application for Construction Records Clearance

Application Fee (check one): \$ 40.00 6 – 12 business days
 \$ 70.00 1 - 5 business days

Seller Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: (____) _____

Property Address: _____

Block: _____ **Lot** _____ **Qualification Code:** _____

Residential Commercial

Contact Person (if agent): _____ **Phone:** _____

Address: _____

Call to Pick-up –or- Mail to owner / agent (check one) **Closing Date:** _____

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

 Signature Date

OFFICE USE ONLY

Received Date _____ **Check #** _____ **Cash** _____

Open Permits Yes or No **If Yes, permit #'s** _____ / _____ / _____

All CO or CA issued Y or N **CRC issue date:** _____ **CRC Certificate #** _____ (attach copy)

Comments/Contact _____
