



Borough of Paramus
OPEN PUBLIC RECORDS ACT REQUEST FORM
 1 Jockish Square, Paramus, NJ 07652, USA
 (201) 265-2100 Ext: 2200 (Phone) & (201) 265-0086 (Fax)
Building@paramusborough.org

**Records Request and
Tracking Number:**

BLD- 5042

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

First Name: _____ MI: _____ Last Name: _____

E-mail Address: OPRA+Request-77218-ae2ff266@requests.opra machine
-com

Mailing Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☐ E-mail ☐

Under penalty of N.J.S.A 2C:28-3, I certify that

- I ☐ **HAVE** / ☐ **HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States
- I, or another person, Purpose: ☐ **WILL** / ☐ **WILL NOT** use the requested government records for a commercial
- I ☐ **AM** / ☐ **AM NOT** seeking records in connection with a legal proceeding.

Signature _____ Date _____

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Note: If you confirmed above that the records sought are in connection with a legal proceeding, identification of that proceeding is required below.

* See attached Request *

340 Ellen Pl 4704/20

permit Records
tank Records
clo's

6/6/25 -
2nd Request

Payment Information

Maximum Authorization Cost \$

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fees: Letter size pages - \$0.05 per page
 Legal size pages - \$0.07 per page
 Other materials (CD, DVD, etc) - actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

AGENCY USE ONLY

Disposition Notes

Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress ☒ Open ☐
 Denied ☐ Closed ☐
 Filled ☐ Closed ☐
 Partial ☐ Closed ☐

AGENCY USE ONLY

Tracking Information

Final Cost

Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____

Records Provided

emailed

Custodian Signature

Date

[Signature]

6/3/25

Tracy Colasurdo

From: Kristin Rohner
Sent: Tuesday, June 3, 2025 9:30 AM
To: Building Department
Subject: FW: [EXTERNAL]OPRA request - Opra request

Good Morning,

Please see below OPRA request.

Thank you,

Kristin Rohner, RMC
Deputy Borough Clerk
Borough of Paramus
201-265-2100 ext. 2200

-----Original Message-----

From: Local Bergen County Resident <opra+request-77218-ae2ff266@requests.opramachine.com>
Sent: Monday, June 2, 2025 10:52 PM
To: Boro Clerk <BoroClerk@paramusborough.org>
Subject: [EXTERNAL]OPRA request - Opra request

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Paramus Borough,

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-6(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

I WILL NOT use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding.

Records requested:

Dear New Milford Borough,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

ALL DOCUMENTS ON FILE pertaining to the property at 340 Ellen Place, Paramus, NJ 07652.. Including but not limited to records such as PERMITS(open or closed), Certificate of Occupancy, INSPECTIONS, new construction, addition or RENOVATIONS, PLANS, OIL TANK RECORDS OF ANY KIND, ANY DEP RECORDS, FIRE, TAX RECORDS. If there is any information regarding an oil tank being removed or decommissioned on the property, please provide that also.

Yours faithfully,

Local county resident

My preferred delivery method for response(s) to this request is by E-mail as attachments. Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Yours faithfully,

Local Bergen County Resident

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-77218-ae2ff266@requests.opramachine.com

Is boroclerk@paramusborough.org the wrong address for OPRA requests to Paramus Borough? If so, please contact us using this form:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fchange_request%2fnew%3fbody%3dparamus_borough&c=E,1,oqOjHzM21rjOI1o6ZGdwycdrPuRm5mjbZBcL5itTZGmBZOSS5z6kZVxdyRFDdSsTUKsxF2QUFCbxQgRxlHfkXWbuFZlslC4VAQqydQR5J5aHyOK6Bx0aaqXudQ,,&typo=1

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fhelp%2fofficers&c=E,1,evaKAxLWpOOMj3ndoN96V1rLcxBGfO3fYWGDImCM_ISM4YOVMwQba7dKhSIKDSRY-bQf7oSiWAsw8-W_5ut40DwXs6sCavA-63E1lloc-3OTMsNRXDNnCLxT&typo=1

View this OPRA request & responses online:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2frequest%2fopra_request_1153438&c=E,1,LlymQhwDsJNcT_6EWkINu7Uu17rTgDzPD8-vBTZv8SaNu7PZd_bKuYN5PfG0ec728IkUt9I8XQhSjtNZpOQhFiub30ENnKwcm0Jy1Hu3kovvWm0-6EPwUw,,&typo=1

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

"OPRAMachine's mission is to give people easy and affordable access to New Jersey public records.

For more information, contact us at: (732) 707-1628 or PO Box 3180, New Brunswick, NJ 08903."



Paramus Borough
1 Jockish Square
Paramus NJ 07652
(201) 265-2100 Ext: 2230
Building@paramusborough.org

Construction Permits

- - 4704/20

Permit Number	Tracking Number	Work Type	Application Date	Permit Issue Date	Application Status	Subcodes	Closed
20240205	C-24-70171	Alteration	2/26/2024 2:25:05 PM	2/26/2024	Finals Passed	B	
FOOTING & FOUNDATION							
FOOTING/FOUNDATION							
20240205+B	C-23-69654+A	Alteration	11/30/2023 3:17:41 PM	3/12/2024	Finals Passed	P	
HVAC							
HVAC							
20240205+A	C-23-69654	Addition/Alteration	11/30/2023 3:07:51 PM	3/12/2024	Finals Passed	B P E F	
ADDITION/RECONSTRUCTION							
ADDITION & RECONSTRUCTION/NJAC 5:23 6.7 & 6.32							
20140798	44990	(None)	5/29/2014	6/3/2014	Finals Passed	B	
Replace Front Steps							
20131479	43075	Alteration	8/27/2013	8/27/2013	Closed with Date	M	9/17/2013
Water Heater							
20131045	42546	Alteration	6/26/2013	6/26/2013	Closed with Date	M	9/17/2013
Chimney Liner							
20021834	15085	Alteration	11/20/2002	11/20/2002	Finals Passed	B	
Roofing							
20001488	9391	Alteration	9/8/2000	9/11/2000	Finals Passed	B	
Roof							



Paramus Borough
1 Jockish Sqaure
Paramus NJ 07652
(201) 265-2100 Ext: 2230
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Construction Permits

- - 4704/20

19980605	3037	Alteration	4/27/1998	4/27/1998	Finals Passed	E M
"E & M"	"FURNACE, CENTRAL A/C"					
HVAC						
19980318	2723	Alteration	3/11/1998	3/11/1998	Finals Passed	B
"SIDING"						

Linda Savastano

From: Local Bergen County Resident <opra+request-77218-ae2ff266@requests.opramachine.com>
Sent: Thursday, June 5, 2025 5:35 PM
To: Linda Savastano
Subject: [EXTERNAL]Re: Paramus Building Dept OPRA request #5042 340 Ellen PI 4704/20

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Linda Savastano,

Thank you very much for your quick response. I only see permit records. I do not see any other records requested. I would greatly appreciate if you could provide other documents as well as copy of CO.

Yours sincerely,

Local Bergen County Resident

-----Original Message-----

Good Afternoon,

Attached you will find our response to Building Dept OPRA request #5042

for 340 Ellen PI – 54704/20.



Paramus Borough
Paramus Building Department
1 Jockish Square
Paramus, NJ 07652
(201) 265-2100 Ext.2230
Building@paramusborough.org

Application Date 8/16/2023
Tracking Number CCO-23-00269
Date Issued 8/31/2023
Expiration Date 10/29/2023

Certificate of Residential Resale

Location

340 ELLEN PL
Paramus Borough NJ

Applicant

340 ELLEN PL
PARAMUS, NJ 07652

Owner

340 ELLEN PL
PARAMUS NJ, 07652
(T)(201) 970-7973

Tenant/Buyer

324 Ellen Pl
Paramus NJ, 07652
(T)(551) 404-0685

Telephone

Block 4704 Lot 20
Building Unit #

Certificate of Residential Resale

Summary This certificate is valid only when signed by a representative of the Building and Fire Prevention Departments as shown below. This Certificate of Compliance for Residential Re-Sale as per Chapter 197, is also subject to all other Borough Ordinances.

Inspection Info: Eric Hicks 8/30/2023 10:51:00 AM

Michael O'Connell
Director of Building Department/Construction Official

Fee Paid \$95.00

Date Printed: 8/31/2023

