



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- 5020

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: M MI: _____ Last Name: Salem
E-mail Address: opra+request-76503-cef4d430@requests.paramusborough.org
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
1. I ☐ **HAVE** / ☐ **HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States
2. I, or another person, Purpose: ☐ **WILL** / ☐ **WILL NOT** use the requested government records for a commercial
3. 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.

Certificates of occupancy
Certificates of continued occupancy
Certificates of approval
Certificates of compliance. / Business.

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

mailed

[Signature]
Custodian Signature

5/29/25
Date

Amber Kumiega

From: M. Salem <opra+request-76503-cef4d430@requests.opramachine.com>
Sent: Wednesday, May 21, 2025 8:43 AM
To: Boro Clerk
Subject: [EXTERNAL]OPRA request - OPRA Request—Certificates

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,

*This request is intended for the Building Department or the appropriate custodian of the requested records. If you are not the correct recipient, please forward this request to the appropriate department or individual that holds these records.

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:

- ✓ *Certificates of Occupancy
- ✓ *Certificates of Continued Occupancy
- ✓ *Certificates of Approval
- *Certificates of Compliance N/A

*Please provide records for all submissions made within the last 60 days, limited to commercial properties or spaces, in a spreadsheet or CSV format.

You are the best.

Yours faithfully,

Salem