



Code Enforcement Department

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APPLICATION FOR CERIFICATE OF OCCUPANCY FOR SALE OR TRANSFER

PROPERTY INFORMATION	
Address:	Tax Parcel:
Occupancy type: <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Two Family Dwelling <input type="checkbox"/> Multi-Family Dwelling/Apartment <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial	
APPLICANT	
Name:	Phone:
Address:	Email:
CURRENT PROPERTY OWNER (SELLER)	
Property Owner:	Phone:
Address:	Email:
BUYER	
Name:	Phone:
Address:	Email:
CONTACT PERSON <small>(Person having access to the structure & property)</small>	
Name:	Phone:
Remarks:	
CERTIFICATE INFORMATION	
Certificate of Occupancy to be: <input type="checkbox"/> Mailed to applicant <input type="checkbox"/> Mailed to owner <input type="checkbox"/> Mailed to Buyer <input type="checkbox"/> Picked up <input type="checkbox"/> Emailed to: <input type="checkbox"/> Faxed to () -	
Notice: All applications / inspections become void Thirty (30) days from date of application / inspection. No structure may be occupied prior to the issuance of a Certificate of Occupancy.	
SIGNATURE	
Signature of applicant: X	Date:
Fees: Single family dwellings \$75.00 * Two-family dwelling \$100.00 includes 1 re-inspection, additional re-inspections \$50.00 Commercial & Industrial \$125.00 per unit or building includes 1 re-inspection per unit, all additional re-inspections \$75.00.	
*****BOROUGH USE ONLY*****	
Date received:	Amount paid: \$ <input type="checkbox"/> Cash <input type="checkbox"/> Check / MO <input type="checkbox"/> Credit card
Appointment for inspection:	@ A.M. / P.M. Inspection results: <input type="checkbox"/> Passed <input type="checkbox"/> Failed
Appointment for re-inspection:	@ A.M. / P.M. Inspection results: <input type="checkbox"/> Passed <input type="checkbox"/> Failed
Certificate issued: <input type="checkbox"/> Certificate of Occupancy <input type="checkbox"/> Temporary Occupancy <input type="checkbox"/> Temporary Access Expires: _____	

INCOMPLETE APPLICATONS OR OBSOLETE FORMS WILL BE REJECTED

Revised 01-2024