



# Pine Beach Borough

## Certificate of Occupancy Application

Case _____
Paid _____
Re-Inspection Fee _____

Date of application \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Qualification \_\_\_\_\_

Address of property \_\_\_\_\_

Year of construction \_\_\_\_\_ Inspection date \_\_\_\_\_  Pass  Fail

Re-Insp. date \_\_\_\_\_  Pass  Fail

Indicate:  RESALE or  RENTAL

Projected Closing Date _____
Must include Heat Cert, Chimney Cert
<input type="checkbox"/> Requesting water read & final utility bill

Projected Occupancy Date _____
Must include Proof of Insurance, Heat Cert, Chimney Cert, Landlord Registration & Tenant Registration documents (For commercial CO, also Life Hazard or Non-life Hazard certificate from fire marshal)

Indicate use of structure:  Single family  2-family  3 apts.  Other  Commercial

Number of floors \_\_\_\_\_ # of bedrooms \_\_\_\_\_ # of units \_\_\_\_\_ Use \_\_\_\_\_

Name of owner \_\_\_\_\_

Address of owner \_\_\_\_\_

Owner cell phone # \_\_\_\_\_ Owner email \_\_\_\_\_

Agent (if any) \_\_\_\_\_

Agent cell phone # \_\_\_\_\_ Agent email \_\_\_\_\_

Email (for inspection setup) \_\_\_\_\_

Phone number (for inspection setup) \_\_\_\_\_

The applicant is requesting an inspection of the property for the above designated purpose. Your signature authorizes such inspection and the owner agrees to make all the necessary repairs found in violation before a CO will be issued. Inspection fee is \$75. Should you fail the inspection, there is a \$40 re-inspection fee that needs to be paid in advance for the re-inspection.

Please allow a minimum of two weeks processing time.

Owner or Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

----- Office Use Only -----

Date \_\_\_\_\_ Final water reading  Read by \_\_\_\_\_ Sent to Utility Clerk \_\_\_\_\_

Record search for open permits/viol.  Constr. \_\_\_\_\_  Zoning \_\_\_\_\_  LUB \_\_\_\_\_  Code \_\_\_\_\_

Doc(s) still due \_\_\_\_\_ Lead screening \_\_\_\_\_ or  N/A

