

Township of Berkeley Certificate of Occupancy Application
Housing Inspection Fee \$55.00 Smoke/Carbon/Fire Extinguisher Certification \$20.00
Two separate checks both made payable to Berkeley Township
Transfer of Title Fees \$45.00-NON HABITABLE DWELLING ONLY
Re-Inspection Fee \$25.00
All fees must be paid prior to Housing Inspections.

 Resale _____ Rental _____ Transfer of Title _____

Block _____ Lot _____

Property Address _____

Name of Buyer(s) or Tenant(s) _____

One Family _____ Two Family _____ Building# _____ Condo/Apt# _____

City Water _____ Well Water _____ (Certificate required from OCHD if primary source)

Heat: Natural Gas _____ Electric _____ Propane Gas _____ Oil _____

(Certificate of Tight Tank required if above or below ground tank on premises)

Flood Elevation Certificate _____ (Current sealed copy required if property is in a flood zone)

Owner's Name _____

Mailing Address _____

Realtor _____

HOMEOWNER ASSOCIATION APPROVAL LETTER (Adult Communities only) _____

LANDLORD REGISTRATION FORM (Rental Properties only) _____

<http://www.twp.berkeley.nj.us/docs/LANDLORD%20REGISTRATION.pdf>

Please be advised that someone **must be present** at the property at the scheduled time of inspection.

Signature: Owner or Designated Agent

Date

Feel free to contact our office with any questions you may have 732-244-7400 x238 or x235.

Berkeley Township will not be held responsible for any false statements made above.

Berkeley Township **Code Enforcement Office**, P.O. Box B, 627 Pinewald-Keswick Road, Bayville, NJ 08721

**BERLKELEY TOWNSHIP
Housing/Code Enforcement
RENTAL/RESALE Inspection**

Property Location: _____

Property Owner(s): _____

Requested By: _____

Block: _____ Lot(s): _____

Contact Phone Number **REQUIRED** _____

I, _____, certify that the dwelling at the above
(Signature of Owner or designated Agent)
Location has no open construction permits.

THIS OFFICE HAS RECEIVED HAS RECEIVED A RENTAL/RESALE INSPECTION REQUEST ON:

(Application Date)

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For Construction department Use only:

Please verify that there are no construction permits and/or violations outstanding **PRIOR** to the Code Enforcement Office inspection for Continued Certificate of Occupancy.

OUTSTANDING PERMITS? (Please check one) _____ No _____ Yes

If Yes: Permit # _____ Description _____
Permit # _____ Description _____

OUTSTANDING VIOLATIONS? (Please check one) _____ No _____ Yes

(Signed Construction Dept)

(Date)