

CITY OF WOODBURY CODE ENFORCEMENT

33 Delaware Street, Woodbury, NJ 08096

Phone: (856) 845-1300 ext. 127 or 130, Fax: (856) 845-1309

Application for a Certificate of Occupancy Inspection

Initial Inspection fee: \$100.00 per unit Re-Inspection fee: \$50.00 per unit Transfer of Ownership

1. Property Address to be inspected:

Block _____ Lot _____

Apartment #: _____

2. Dwelling Information: Sale Rental

Single Family Duplex Semi-Detached Multiple dwelling (3 or more units)

Other/Commercial

Is the property vacant? Is there a lock box/access key available? Code _____

3. Owner's Name:

Owner's Address (if different than site address)

Owner's phone number:

email:

4. Owner's Real Estate Company:

Address:

Phone Number:

Fax:

Agent's Name:

Phone number:

email:

5. Buyer's Real Estate Company:

Address:

Fax:

Agent:

Phone number:

email:

6. Apartment Complex Name:

Mailing Address:

Phone Number:

Fax:

Manager's Name:

Phone number:

Office/apt.#

7. Buyers name:	
Address:	Phone number:
8. If property is a rental, please list names of all tenants:	
9. To schedule inspection contact _____ owner _____ realtor _____ other	
10. Send report to: _____ owner _____ realtor _____ other	
11. Print Name of Person requesting inspection:	
12. Signature of Person requesting inspection:	
ADDITIONAL NOTES:	
13. # bedrooms ____ # bathrooms ____ # kitchens ____	
Take notice that all rental units are required to be registered prior to issuing the Certificate of Occupancy.	

*******Office Use Only*******

Date received: _____ Amount Paid: \$ _____ Check _____ Cash _____

Initial Inspection: _____ Time: _____ am/pm

1st Re-inspection: Date: _____ Amount Paid: \$ _____ Check _____ Cash _____

2nd Re-inspection: Date: _____ Amount Paid: \$ _____ Check _____ Cash _____

Permit Check: _____ Open Permits _____

