

**Borough Woodbury Heights Housing
Department**

33 Delaware Street, Woodbury, NJ 08096
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Application for a Certificate of Occupancy Inspection

___ Initial Inspection fee: \$75.00 per unit ___ Re-Inspection fee: \$50.00 per unit ___ Transfer of Ownership

Please make check payable to the "City of Woodbury"

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:

3. *Owner's Real Estate Company:*

Address:

Phone Number:

Fax:

Agent's Name:

Phone number:

email:

4. *Buyer's Real Estate Company:*

Address:

Fax:

Agent:

Phone number:

email:

5. *Apartment Complex Name:*

Mailing Address:

Phone Number:

Fax:

Manager's Name:

Phone number:

Office/apt. #

1. Buyers name :			
Address: _____		Phone number: _____	
2. If property is a rental, please list names of all tenants:			
3. To schedule inspection contact	owner	realtor	other
4. Send report to:	owner	realtor	other
5. Print Name of Person requesting inspection:			
6. Signature of Person requesting inspection:			
ADDITIONAL NOTES:			
7. #bedrooms __ __ #bathrooms __ __ #kitchens __ __			
Take notice that all rental units are required to be registered prior to the issuing of 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		