

C.O FEE: \$150  
FILING FEE: \$15  
(TWO SEPARATE CHECKS)  
REINSPECTION FEE: \$75

# HOUSING DEPARTMENT

Johnson/Gill Building  
1 King's Highway  
Middletown, NJ 07748

APPLICATION IS MADE FOR AN INSPECTION AND ASSURANCE OF A CERTIFICATE OF OCCUPANCY FOR THE FOLLOWING STRUCTURE WHEN FOUND TO BE CONFORMING.

A NON-REFUNDABLE FEE OF \$100.00 FOR RENTAL AND SALE OF EACH HOUSE MUST BE PAID IN CASH, CHECK OR MONEY ORDER TO THE TOWNSHIP OF MIDDLETOWN.

HAS THIS STRUCTURE BEEN ALTERED IN ANY WAY WITH/WITHOUT THE BENEFIT OF A CONSTRUCTION PERMIT?

YES  NO BLOCK \_\_\_\_\_ LOT \_\_\_\_\_  
 SINGLE FAMILY DWELLING  APARTMENT  CONDOMINIUM

PRESENT PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

COMPLETE MAILING ADDRESS \_\_\_\_\_

NEAREST CROSS STREET \_\_\_\_\_

OWNERS ADDRESS IF DIFFERENT \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME OF PROSPECTIVE OCCUPANT \_\_\_\_\_

NO. OF PERSONS IN PROPOSED OCCUPANTS FAMILY \_\_\_\_\_ NO. OF BEDROOMS \_\_\_\_\_

SALE  PROSPECTIVE TRANSFER DATE \_\_\_\_\_  RENTAL

LANDLORD REGISTRATION  YES  NO ARE SEWERS CONNECTED  YES  NO

OCCUPIED  NOT OCCUPIED

NOTE: IF OCCUPIED, AN ADULT MUST BE PRESENT AT TIME OF INSPECTION.

THE TIME OF INSPECTION WILL DEPEND UPON THE INSPECTORS DAILY WORK LOAD.

AGENT OR OWNER MUST CONTACT THIS OFFICE WITHIN TEN DAYS FOR REINSPECTION OR EXTENSION ON C.O. CAN BE VOIDED. C.O. IS REQUIRED TO BE ISSUED BEFORE TRANSFER OF TITLE AND/OR OCCUPANCY. VIOLATORS MAY BE LIABLE TO FINE/SUMMONS.

INSPECTION DATE \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

SALE  RENTAL FEE \$100.00 REC'D BY \_\_\_\_\_ DATE \_\_\_\_\_

REPORT WILL BE:  PICKED-UP  MAILED TO: \_\_\_\_\_

EMAIL ADDRESS(S): \_\_\_\_\_

C.O. NUMBER \_\_\_\_\_

INSPECTED BY \_\_\_\_\_ DATE \_\_\_\_\_

REINSPECTED BY \_\_\_\_\_ DATE \_\_\_\_\_

\*NOTE: A SEPARATE ELECTRIC INSPECTION REQUIRED FOR SWIMMING POOLS

HD 03/13