

C.O. FEE: \$150
FILING FEE: \$15
(2 separate checks)
REINSPECTION FEE: \$75
(3rd Inspection)

HOUSING DEPARTMENT

1 Kings Highway
Middletown, NJ 07748



OPEN PERMITS
 SALE
 RENTAL

APPLICATION IS MADE FOR INSPECTION AND ASSURANCE OF A CERTIFICATE OF OCCUPANCY FOR THE FOLLOWING STRUCTURE WHEN FOUND TO BE CONFORMING. A NON-REFUNDABLE FEE OF \$150 FOR EACH RENTAL UNIT & SALE OF EACH HOUSE MUST BE PAID 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

MULTI-FAMILY

APARTMENT

CONDOMINIUM

PRESENT PROPERTY OWNER: _____

PHONE: _____ EMAIL: _____

PROPERTY ADDRESS: _____

(Complete Mailing Address)

(Nearest Cross Street)

OWNER'S ADDRESS (if different): _____

(City) _____ (State) _____ (ZipCode) _____

NAME OF PROSPECTIVE OCCUPANT: _____

NUMBER OF PERSONS IN PROPOSED FAMILY: _____ NUMBER OF BEDROOMS: _____

SALE PROSPECTIVE TRANSFER DATE: _____

RENTAL LANDLORD REGISTRATION FORM: YES NO ARE SEWERS CONNECTED: YES NO

OCCUPIED: YES NO NOTE: If occupied, an adult must be present at time of inspection.

The time of inspection will depend upon the Inspector's daily workload. A Certificate of Occupancy is to be issued BEFORE Transfer of Title and/or occupancy. VIOLATORS MAY BE LIABLE TO FINES/SUMMONS.

INSPECTION DATE: _____

(Applicant's Signature)

RECEIVED BY: _____ DATE: _____

REPORT WILL BE: PICKED-UP **OR** EMAILED _____

(Email Address)

OFFICE USE ONLY

C.O. NUMBER: _____

INSPECTED BY: _____ DATE: _____

REINSPECTED BY: _____ DATE: _____