

C.O. FEE: \$150  
FILING FEE: \$15  
(2 separate checks)  
REINSPECTION FEE: \$75  
(3<sup>rd</sup> 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:\_\_\_\_\_