

423 Warren Avenue  
P.O. Box 638  
Spring Lake, New Jersey 07762

**Certificate of Occupancy Application Form**

Rental:\_\_\_\_\_ Dates of Occupancy:\_\_\_\_\_ CO # \_\_\_\_\_  
Sale:\_\_\_\_\_ Single Family:\_\_\_\_\_ \*Multiple Family:\_\_\_\_\_ Closing Date: \_\_\_\_\_  
Inspection Address:\_\_\_\_\_ Block \_\_\_\_\_ Lot: \_\_\_\_\_  
Present Owner:\_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address:\_\_\_\_\_ City:\_\_\_\_\_ State: \_\_\_\_\_  
Buyer/Tenant:\_\_\_\_\_ Telephone #: \_\_\_\_\_  
Buyer/Tenant Email: \_\_\_\_\_  
Current Address:\_\_\_\_\_ City:\_\_\_\_\_ State: \_\_\_\_\_  
Real Estate Agent/Agency:\_\_\_\_\_ Telephone #: \_\_\_\_\_  
Contact person for inspection:\_\_\_\_\_ Telephone #: \_\_\_\_\_  
Number of Bedrooms:\_\_\_\_\_ Number of Bathrooms:\_\_\_\_\_

**Note: Completed applications must be received at least 10 days prior to inspection. Incomplete applications or applications received with no fees will not be accepted.**

**FEE SCHEDULE – FEES ARE NON-REFUNDABLE**

Each inspection requires one check payable to the Borough of Spring Lake

Check in the amount of -----

Apartment above store or garage:	\$50.00
Houses with up to 4 bedrooms:	\$100.00
Houses with more than 4 bedrooms:	\$150.00
Re-inspection:	\$25.00
Re-rental within 3 months of last inspection:	\$50.00

**\*Multiple family dwellings that are for sale only, will require a Certificate of Occupancy for each additional unit, which will require an additional fee of \$50.00 per unit.**

Owner/Agent:\_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

Received by:\_\_\_\_\_ Fee:\_\_\_\_\_ Check #: \_\_\_\_\_

Inspected by:\_\_\_\_\_ Date: \_\_\_\_\_

Taxes and Water/Sewer Bill for this property are paid up to date: \_\_\_ YES \_\_\_ NO, If no, amount due:\$ \_\_\_\_\_