

CITY OF WOODBURY CODE ENFORCEMENT

33 Delaware Street, Woodbury, NJ 08096

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Application for a Certificate of Occupancy Inspection

___ Initial Inspection fee: \$100.00 per unit ___ Re-inspection fee: \$50.00 per unit ___ Transfer of Ownership		
Please make check payable to the "City of Woodbury"		
1. <i>Property Address to be inspected:</i>		
Block _____ Lot _____	Apartment #:	
2. <i>Dwelling Information:</i> ___ 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. <i>Owner's Name:</i>		
Owner's Address {if different than site address}		
Owner's phone number:	Email:	
4. <i>Owner's Real Estate Company:</i>		
Address:		
Phone Number:	Fax:	
Agent's Name:	Phone number:	Email:
5. <i>Buyer's Real Estate Company:</i>		
Address:		
Phone Number:	Fax:	
Agent's Name:	Phone number:	Email:
6. <i>Apartment Complex Name:</i>		
Mailing Address:		
Phone Number:	Fax:	
Manager's Name:	Phone number:	Office/Apt. #:
7. <i>Buyers name:</i>		

Address:	Phone Number:
8. If the property is a rental, please list the names of all tenants:	
9. To schedule an inspection contact: _____ Owner _____ Realtor _____ Other	
10. Send report to: _____ Owner _____ Realtor _____ Other	
11. Print Name of the Person requesting inspection:	
12. Signature of Person requesting inspection:	
ADDITIONAL NOTES	
13. _____ Number of Bedrooms _____ Number of Bathrooms _____ Number of 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	
1 st Re-Inspection Date: _____	Amount Paid: \$ _____	Check ___	Cash ___
2 nd Re-Inspection Date: _____	Amount Paid: \$ _____	Check ___	Cash ___
Permit Check: _____	Open Permit: _____		