



Application

Certificate of Occupancy Inspection

City of Woodbury Housing Department
33 Delaware Street, Woodbury, NJ 08096
Phone: (856) 845-1300 ext. 127 or 132 / Fax: (856) 845-1309

City of Woodbury		
Fee	Inspection Type	Selection
\$125	Initial Inspection	
\$50	Re-Inspection	
\$50	Transfer of Ownership	

***Note:** All rental units are required to be registered prior to the issuing of the Certificate of Occupancy.

Property Address to be Inspected

Block: _____ Lot: _____ Apartment #: _____

Dwelling Information

Sale ☐ Rental ☐

Single Family ☐ Duplex ☐ Semi-Detached ☐ Multiple Dwellings (3 or more units) ☐ Other/Commercial ☐

Is the Property Vacant (Yes/No)? _____ Is There a Lockbox/Access Key Available(Yes/No)? _____ Code: _____

Owner's Information

Owner's Name: _____

Owner's Address (IF different than site address): _____

Owner's Phone #: _____ Owner's Email: _____

Owner's Real Estate Company

Address: _____

Phone #: _____ Fax #: _____

Agent's Name: _____ Phone #: _____ Email: _____



Buyer's Real Estate Company

Address: _____ Fax #: _____

Agent: _____ Phone: _____ Email: _____

Apartment Complex Name

Mailing Address: _____

Phone #: _____ Fax #: _____

Manager's Name: _____ Phone #: _____ Office/apt.#: _____

Buyer's Information

Buyer's Name: _____ Phone #: _____

Address: _____

IF Property is a Rental, List all Tenants

Tenant 1: _____ Tenant 2: _____

Tenant 3: _____ Tenant 4: _____

Tenant 5: _____ Tenant 6: _____

Additional Notes

of Bedrooms: _____ # of Bathrooms: _____ # Kitchens: _____

Name of Person Requesting Inspection

Print Name: _____ Signature: _____