

Borough of Elmer

120 S. Main Street, PO Box 882, Elmer, NJ 08318
www.elmerboroughnj.com

HOUSING, ZONING, & PROPERTY MAINTENANCE OFFICE

William Ackley, Code Enforcement Officer (856) 358-4010 Ext. 114 (856) 358-4870 fax

APPLICATION FOR CERTIFICATE OF OCCUPANCY

DATE RECEIVED _____ 1ST INSPECTION _____ TIME _____ CO# _____

Address for Inspection _____ Block _____ Lot _____

Owner/Seller Name _____ Phone (____) _____

Owner/Seller Mailing Address _____ City/State/Zip _____

Buyer/Tenant Name _____ Phone (____) _____

Realtor _____ Phone (____) _____
For Buyer For Seller

Responsible Contact Name _____ Phone (____) _____

Address _____ City/State/Zip _____

Resale _____ Rental _____ Other _____

Settlement/Occupancy Start Date _____ Rental/Lease Length _____

Dwelling Information: Single Family _____ Multi-Family _____ Apt/Duplex _____

Bedrooms _____ # Maximum Occupants _____ # Baths _____

Year Built _____ Basement: YES _____ NO _____ Finished: YES _____ NO _____

Full Names/Ages of all Proposed Occupants (including children): _____

Pets: Dogs _____ Cats _____ (all pets must be licensed)

I certify that I have read the Elmer Borough Certificate of Occupancy Guidelines for Inspections checklist and understand all of its requirements.

Applicant Signature _____ Date _____

Inspection Fee: \$50 Re-Inspection Fee: \$25

Make checks payable to: **Borough of Elmer**

****Real Estate Taxes must be paid to date before any certificate is issued and
Landlord Registration Fees must be current (if applicable)****

CO APPLICATION VOID AFTER 30 Days

FOR OFFICE USE ONLY

Inspection Fee _____

Received By _____

Date Received _____

Check # _____

Date Inspected _____

Re-Inspection Fee _____

Received By _____

Date Received _____

Check # _____

Date Re-Inspected _____