

Borough of Bellmawr

21 E. Browning Road – Bellmawr, NJ 08031 Phone: 856-933-1286

www.Bellmawr.com

Email: ConstructionOffice@Bellmawr.com

OFFICE USE ONLY:

Application for Certificate of Occupancy for Residential - "CO"

ALL IN ONE – NOTHING SEPARATE FOR SMOKE/FIRE CO checklist available on our website.

- CO's are valid for 30 days of issuance – *Please be sure to submit your application at least 2-3 weeks prior to settlement.*
- Application and payment must be submitted prior to scheduling inspection.
- A CO is required for every change of ownership/purchase regardless of type of sale.
- Any open permits must be closed out prior to scheduling a CO.
- Any open charges must also be paid prior to settlement in order for us to issue any CO. (Please contact tax office, 856-933-1313, for any open charges/liens)
- Failure to obtain a CO can result in a violation & any open charges will remain open.
- If application with payment is mailed/left in drop box, *(please make sure envelope is addressed to "Attn: Construction")*
applicant is still required to contact our office to schedule inspection.

FEE is \$100 (checks to be made payable to "Borough of Bellmawr" or exact cash accepted. (no credit cards accepted)

We cannot accept application via email or without payment. (NO REFUNDS - EVEN IF SETTLEMENT FALLS THROUGH)

2nd inspection = no charge, 3rd inspection = \$75, 4th + inspection = \$100

INSPECTIONS:

Inspector, Mike McDonough, inspects Tuesdays and Thursdays with two timeframe windows to choose from (*timeframe windows only; no specific time available*) **2PM - 3PM** or **3PM - 4PM** (or lock box). If applicant wishes to schedule via lock box, it is to be provided upon scheduling ***Please do not write lock box or desired inspection date this form – applicant must call/email us to schedule.*** Inspection report will be left at property. Upon inspection passing, cert will be left at property or you can email Mike requesting it.

Please check one of the following 2 options and complete all below:

☐ **Single Family Dwelling RESALE** (*duplex/triplex also*)

☐ **Change of Ownership ONLY**

(All fees/permits must be closed. No inspection needed, but no one can occupy the property until full CO is issued. Even If a buyer purchases a home to rehab and sell, a CO is still required as ownership has changed.

Annual Rental or New Tenant(s)? This form is NOT required.

- **Buying a home that's already a rental/duplex:** this form is required for *purchase of property*, then applicant must obtain a landlord statement & follow rental procedure.
- **Change of tenants:** require Inspection, \$100 payment, & tenant information.
- **New Rental:** landlord identity, invoice & inspection **annually**

Address: _____

Current Owner: _____

Phone #: _____

Owner's Address: _____

☐ owner occupied (same address)

(Address - City, State – Zip Code must be listed)

Realtor/Agent: _____ Phone #: _____ Settlement Date: _____

Buyer's name: _____ Buyer's phone #: _____

I hereby certify that I have read all of the conditions on this application. I am aware that I am responsible for scheduling any and all inspections or re-inspections and any reinspection fees. I am authorized to make this application as either the buyer, seller, or agent of.

PRINTED APPLICANT NAME

APPLICANT'S SIGNATURE

DATE