



**Borough of Carteret**

DEPARTMENT  
of CODE ENFORCEMENT  
61 Cooke Avenue  
Carteret, New Jersey 07008  
Tel: (732) 541-3925  
Fax: (732) 969-2429  
[Building@carteret.net](mailto:Building@carteret.net)

Certificate #: \_\_\_\_\_  
Date rec'd. \_\_\_\_\_  
Fee \_\_\_\_\_  
Cash \_\_\_\_\_  
Check no. \_\_\_\_\_

**APPLICATION FOR CERTIFICATE OF OCCUPANCY**

Owner's name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Telephone# for scheduling purposes \_\_\_\_\_

Realtor's name \_\_\_\_\_ Company name \_\_\_\_\_  
Address \_\_\_\_\_  
Business phone #: \_\_\_\_\_ Cell phone # \_\_\_\_\_

Location of property \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Lot size \_\_\_\_\_  
 One family     Two family     Listed price  
[UNIT 1] Number of bedrooms \_\_\_\_\_ [UNIT 1] Number of bathrooms \_\_\_\_\_  
[UNIT 2] Number of bedrooms \_\_\_\_\_ [UNIT 2] Number of bathrooms \_\_\_\_\_

Purchaser's name \_\_\_\_\_  
Present address \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Applicant's signature \_\_\_\_\_

**LIST NAMES AND AGES OF ALL OCCUPANTS**

1. _____	Age _____	4. _____	Age _____
2. _____	Age _____	5. _____	Age _____
3. _____	Age _____	6. _____	Age _____

**THIS APPLICATION VOID AFTER NINETY DAYS FROM THE DATE OF ISSUANCE**

Fee for Certificate of Occupancy Inspection is: ..... \$100.00 / 1 family ..... \$150.00 / 2 family  
(Cash, certified check, or attorney, or broker check)

Temporary Certificate of Occupancy is: ..... \$75.00 ..... \$50.00 / name change

Fee covers initial inspection and follow-up inspection. If additional inspections are required because of non-compliance or no-show, an additional \$50.00 will be charged to the applicant for each additional inspection.

**OFFICIAL USE ONLY**

Inspection appointment date and time \_\_\_\_\_

Check no. \_\_\_\_\_ Cash \_\_\_\_\_ Checked files \_\_\_\_\_

Inspector's signature \_\_\_\_\_

Note: the Borough of Carteret reserves the right to inspect the property at a future date.



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### ADDENDUM FOR RESIDENTIAL CERTIFICATE OF CONTINUED OCCUPANCY

#### PROPERTY INFORMATION

Address \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Type of structure \_\_\_\_\_

Owner's name \_\_\_\_\_

Applicant name if not owner \_\_\_\_\_

Applicant phone# \_\_\_\_\_ Applicant email \_\_\_\_\_

Closing date \_\_\_\_\_

Seller attorney \_\_\_\_\_ Phone \_\_\_\_\_

Buyer attorney \_\_\_\_\_ Phone \_\_\_\_\_

#### CHECK THE FOLLOWING AS APPLICABLE:

- Smoke detectors on each level of dwelling
- Smoke detector and carbon monoxide alarm outside each sleeping area, within 10 feet
- All smoke detectors are in working order
- All carbon monoxide alarms in working order
- A 2A:10BC fire extinguisher is mounted within 10 feet of the kitchen
- Note: all battery powered detectors and or alarms must have 10 year sealed batteries
- All utilities are in working order including HVAC, hot water heater, furnace, electric, water, and sewer
- No work has been done in the above dwelling that requires a UUC permit or a zoning permit, and there are no open permits
- The exterior of the dwelling is not in disrepair
- All grounds are trimmed and no debris is present
- All concrete, asphalt and masonry work is not in disrepair, and there are no tripping hazards

I (applicant name from above) \_\_\_\_\_ [print], \_\_\_\_\_ [sign], certify that I am the property owner, and as per the Borough of Carteret's ordinances and codes I understand that I can be prosecuted and fined \$2,000.00 per occurrence regarding the above, and for false and fictitious statements per occurrence.

I further hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false I will be subject to penalty under new Jersey laws.

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary signature \_\_\_\_\_ Applicant signature \_\_\_\_\_ Print \_\_\_\_\_

Attached payment \$ \_\_\_\_\_

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