

*Borough of Bradley Beach*  
*Department of Community Development*

**Residential Certificate of Occupancy Application**

**APPLICATION MUST BE COMPLETE BEFORE AN INSPECTION WILL BE SCHEDULED  
PLEASE PRINT CLEARLY**

Date \_\_\_\_\_ C.O. # \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Property Address \_\_\_\_\_ Unit \_\_\_\_\_ Number of bedrooms \_\_\_\_\_

**CHECK ONE:** SALE ( ) \_\_\_\_\_ RENTAL: YEARLY ( ) SEASONAL RENTAL ( ) \_\_\_\_\_  
DATE OF CLOSING START AND END DATE

Property Owner Name \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing address of Owner \_\_\_\_\_

Owners Email Address \_\_\_\_\_ Number of Occupants per unit: Adults \_\_\_\_\_ Children \_\_\_\_\_

Name of Buyer or one Tenant \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing address of Buyer after sale \_\_\_\_\_

Buyer or Tenant Email Address \_\_\_\_\_

Contact Person for inspection \_\_\_\_\_ Phone # \_\_\_\_\_

Full legal names of **ALL** people to occupy unit (include date of birth for **ALL** Occupants)

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

I being duly sworn according to law upon oath depose and say that the information set forth in the above application is the truth, to the best of my knowledge. This is an official document as per Borough Code 160-7 and 160-8. Misrepresentation or falsification shall be punishable by Law. Tenants or buyers are advised to review the Borough ordinances for compliance of the properties.

**\* Occupancy is not permitted until C.O. is issued. Owner/Agent and Tenant please be advised of the Property Maintenance Codes, Dog and Pet Licensing Regulation and Recycling/Trash Ordinances. Both owner and tenant are responsible.**

**Please check off the following to be added to our Emergency Notification System. This system provides you with updated information during weather emergencies and other important Borough business.**

- |                          |                                 |
|--------------------------|---------------------------------|
| ( ) Owner – Phone Call   | ( ) Tenant/Buyer – Phone Call   |
| ( ) Owner – Text message | ( ) Tenant/Buyer – Text Message |
| ( ) Owner – Email        | ( ) Tenant/ Buyer - Email       |

Signature of Owner or Agent \_\_\_\_\_ Signature of Tenant/Buyer \_\_\_\_\_

**OFFICE USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ C/O Fee \$ \_\_\_\_\_ Tourism Fee \$ \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Re-inspect Fee \$ \_\_\_\_\_ Expedited Fee (less than 4 or 10 business days) \$ \_\_\_\_\_

Open Permits [ ] \_\_\_\_\_ Delinquent Taxes [ ] \_\_\_\_\_ Delinquent Sewer [ ] \_\_\_\_\_