

The Borough of Highland Park
221 South 5th Ave
Highland Park, NJ 08904

Application for Rental CO
Certificate of Occupancy Inspection

IF PAYING BY CASH, PLEASE HAVE THE EXACT AMOUNT

Scheduling Inspector: Doug Sipos 732- 819-3797
Initial Inspection: \$125.00
Re- Inspection: \$ 50.00
Emergency Inspection: \$150.00 (Less than 72 hrs. notice)

This Section to be completed by Borough

Date: _____ Check Number _____
Initial Inspection \$125.00 _____ Cash _____
Re-inspection \$ 50.00 _____ Money Order _____
Emergency Inspection \$150.00 _____ Receipt # _____
Fee Collected by _____

This form can be obtained from the Code Enforcement Office at Borough Hall
221 South 5th Ave, Highland Park, NJ

Certificate of Occupancy Inspections are required every time there is a change of tenancy or every five years. Re- Inspections are required when an apartment receives a Conditional Certificate of Occupancy. It is the owner's responsibility to contact the Scheduling Inspector in the Code Enforcement Department within TEN DAYS after the Conditional Certificate has been issued to schedule a re-inspection.

ALL FEES MUST BE PAID at the **CODE ENFORCEMENT OFFICE**. A separate application form must be filled out for each inspection. The owner must schedule inspection at least TEN (10) WORKING DAYS prior to the date on which the inspection/re-inspection will be requested. Inspections are required every time there is a change in tenancy.

ALL Emergency inspections require an application. Review and approval by Scheduling Inspector before fee is paid. An Emergency Inspection fee of \$150.00 is required when less than seventy-two (72) hours' notice has been given.

This section to be completed by Property Owner/Agent

Owner Name _____ Owners/Agent Phone _____
Inspection Address _____ Apt # or Unit _____
Date of Occupancy _____ # of Occupants _____
Lot _____ Block _____ Tenant Name _____
Is your property registered? ___ Yes ___ No Is registration current? ___ Yes ___ No

For Multiple Dwellings: Has your property been issued a Common Area certificate from the Fire Prevention Office? ___ Yes ___ No

Signature of owner/registered agent

Inspection Date: _____

Inspection Time: _____