

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

**Certificate of Occupancy Application**

**APPLICATION MUST BE COMPLETE BEFORE AN INSPECTION WILL BE SCHEDULED!!**

Date \_\_\_\_\_ C.O. # \_\_\_\_\_ Ref.# \_\_\_\_\_

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

Unit to be inspected \_\_\_\_\_ Number of bedrooms \_\_\_\_\_

**CHECK ONE:** SALE ( )           Date of closing           SALE PRICE \$ \_\_\_\_\_

YEARLY RENTAL ( )           Date beginning and ending           SEASONAL RENTAL ( )           Date beginning and ending          

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

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

Property Owner Email Address \_\_\_\_\_

Number of People to occupy unit: Adults \_\_\_\_\_ Children \_\_\_\_\_

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

Present address of Buyer or Tenant \_\_\_\_\_

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

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

Names of **all** people to occupy unit (include date of birth (month and year) 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.

**\* Occupancy is not permitted until C.O. is issued. Owner/Agent and Tenant, please be advised of the Property Maintenance Codes and recycling/trash ordinances. Both owner and tenant are responsible.**

\_\_\_\_\_  
**Signature of Owner or Agent**  
Please see check list for fee Schedule.

\_\_\_\_\_  
**Signature of Tenant**

**OFFICE USE ONLY**

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

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