

LOCK BOX _____
LOCATION _____

OFFICE USE ONLY

DATE OF INSPECTION _____

DATE OF RE-INSPECTION _____

BOROUGH OF CLAYTON

Construction Office: P= 856-881-5385

F= 856-881-9408

EMAIL: JKANAUSS@CLAYTONNJ.COM



125 NORTH DELSEA DRIVE

CLAYTON, NJ 08312

CERTIFICATE OF OCCUPANCY APPLICATION for RESALES and RENTALS

FEE: INITIAL INSPECTION FEE - \$65.00 THIRD RESINSPECTION FEE - \$25.00

BLOCK: _____ LOT: _____ ADDRESS NEEDING INSPECTION: _____

PROPERTY TYPE: _____ House Sale / _____ House Rental / _____ Apartment Rental / _____ Commercial

OWNER(S) NAME: _____ PHONE: _____ Ext. _____

EMAIL: _____

CURRENT OWNER ADDRESS: _____

(If different from Inspection Location)

NEW BUYER/RENTER NAME (ALL): _____

REALTOR COMPANY: _____ AGENT: _____

AGENT EMAIL: _____ AGENT PRIMARY PHONE: _____ Ext. _____

**** Please do not schedule a settlement date until the CO is approved and returned. ****

Building Information (Please be Accurate)

1st Floor LR _____ DR _____ KIT _____ BATH _____ Other _____ BR _____ BR _____ BR _____

2nd Floor LR _____ DR _____ KIT _____ BATH _____ Other _____ BR _____ BR _____ BR _____

3rd Floor LR _____ DR _____ KIT _____ BATH _____ Other _____ BR _____ BR _____ BR _____

FEE: _____ DATE PAID: _____ CASH: _____ CHECK: _____

Comments: Initial inspection: ☐ Passed ☐ Failed _____

Reinspection: ☐ Passed ☐ Failed _____

CO INSPECTOR

DATE

***** IMPORTANT NOTICE *****

**RULES FOR INSPECTIONS
DURING THE COVID-19 PANDEMIC**

The Borough of Clayton has set for rules that **must be followed** by owners, or their designees, of houses for resale or rental units who request CO inspections during the COVID-19 pandemic. These requirements are:

1. No owner, renter, family member, maintenance person, realtor or any other individual may be in the home or unit during the inspection.
2. The home or unit must not be occupied, or any occupant must have vacated the home or unit a minimum of 2 hours before the CO Inspector arrives. You may leave the door unlocked at your discretion. A lockbox is preferred.
3. No one may meet the inspector at the location which includes meeting the inspector in the driveway or parking area. There is no contact with the inspector – **NO EXCEPTIONS.**
4. All fields on the CO Application must be filled out with accurate information.
5. The owner or designee must sign the waivers below and send this form with the CO Application. Any CO Application without this form attached will not be scheduled.

**PLEASE KNOW THAT ANYONE FAILING TO COMPLY WITH THESE
RULES WILL BE DENIED AN INSPECTION ON THE SCHEDULED DAY.
THE INSPECTOR WILL LEAVE AND YOU WILL NEED TO
RESCHEDULE.**

I, _____ *acknowledge that I will comply with all of the requirements as specified above.*

I, _____ *further acknowledge that I understand that inspector will be alone while inspecting my premises and I will not hold the inspector or Borough of Clayton responsible for any damage or loss of personal property or belongings.*