

Borough of Dunellen
Department of Code Enforcement

121 Prospect Avenue
Dunellen, NJ 08812
(732) 968-3323 FAX (732) 968-3872

Application For Rental Certificate Of Occupancy

Inspection Fee: \$125.00 Per Unit
Re-Inspection Fee: \$80.00 Per Unit

Date: _____

Block _____ Lot _____ # of Bedrooms _____

Address _____

**This form can be obtained from the Code Enforcement Office at Borough Hall 121 Prospect Ave,
Dunellen 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 Housing Clerk 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 the Inspector **before** fee is paid. An Emergency Inspection fee of \$150.00 is required when less than seventy-two (72) hours 'notice is being given.

This section to be completed by Property Owner/Agency

Owner Name _____ Owner's Agency 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

Signature of owner/registered agent