

**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 \_\_\_\_\_

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**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.

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**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

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Signature of owner/registered agent