

REQUIREMENTS NEEDED PRIOR TO A CERTIFICATE OF OCCUPANCY BEING ISSUED.

1. All final inspections, building/electric/plumbing/fire, including minor work (fences, signs, roofing, siding, etc.)
2. Final water test – stamped by Atlantic County Board of Health
3. Homeowner Warranty – State or private
4. Final zoning/survey
5. Completed Request of Certificate of Occupancy Form
6. Final septic approval – Atlantic County Board of Health
7. Final Cape Atlantic Soil – if applicable
8. Final well record
9. Water meter/sewer approval by HTMUA
10. All construction debris receipts
11. Atlantic County Board of Health approval – food establishments only
12. Final landscaping/engineering

****Do not occupy structure or store belongings in structure until you receive a Certificate of Occupancy****

UPON COMPLETION, SUBMISSION AND APPROVAL OF THE ABOVE REQUIREMENTS, THIS OFFICE SHALL REQUIRE FIVE (5) BUSINESS DAYS TO ISSUE A CERTIFICATE OF OCCUPANCY.

I have read and understand the foregoing statements and agree to abide by stated rules/regulations.

SIGNATURE OF APPLICANT/OWNER
(IF APPLICABLE)

DATE