

**CHECKLIST
FOR A
CERTIFICATE OF OCCUPANCY**

Block _____ **Lot** _____ **Permit #** _____

Project Location _____

The following items, where applicable, are required before a certificate of occupancy can be issued.

- Application for a Certificate _____

- Final Approvals from all Subcode Officials
 - 1. Print out of all permits issued 1 _____
 - 2. Building 2 _____
 - 3. Plumbing 3 _____
 - 4. Electrical 4 _____
 - 5. Fire 5 _____
 - 6. Elevator (State Registration Required) 6 _____

- Freehold Soil Conservation _____

- Township Engineer _____

- HPC (Historic Preservation Committee) _____

- As-Built Survey _____

- Flood Elevation Certificate _____

- New Home Warranty _____

- Names and Ages (under 18) of Occupants _____

- Rooming and/or Boarding House License _____

- Hotel and Multiple Dwelling Certificate of Registration _____

- Outstanding Permit Fees and Penalties Paid _____

- Sewer Connection Fees Paid _____

- COAH (Affordable Housing) Contribution Fees Paid _____