

**CHECKLIST  
FOR A  
CERTIFICATE OF OCCUPANCY**

1/9/09

**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 \_\_\_\_\_
  
- Elevator Registration \_\_\_\_\_
  
- Rooming and/or Boarding House License \_\_\_\_\_
  
- Hotel and Multiple Dwelling Certificate of Registration \_\_\_\_\_
  
- Outstanding Permit Fees and Penalties Paid \_\_\_\_\_
  
- Sewer Connection Fees Paid (Final Approval from  
The Ocean Grove Sewer Authority – where applicable) \_\_\_\_\_
  
- COAH (Affordable Housing) Contribution Fees Paid \_\_\_\_\_