

**CODE ENFORCEMENT OFFICE  
51 W. MAIN STREET  
FREEHOLD, NJ 07728  
(732) 462-4903**

APPLICATION FOR CERTIFICATE OF CONTINUED OCCUPANCY FOR COMMERCIAL USE

Block \_\_\_\_\_ Lot \_\_\_\_\_ Date \_\_\_\_\_

1. Address of property to be inspected \_\_\_\_\_
2. Name of new tenant or buyer (Circle One)  
Given Name \_\_\_\_\_  
Business Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home # \_\_\_\_\_ Business# \_\_\_\_\_ Emergency # \_\_\_\_\_
3. Property Owners Name \_\_\_\_\_ Address \_\_\_\_\_  
Home # \_\_\_\_\_ Business # \_\_\_\_\_ Emergency # \_\_\_\_\_
4. Occupancy Change Because Of: Rent \_\_\_\_\_ Sale \_\_\_\_\_ Other \_\_\_\_\_
5. Existing Use: \_\_\_\_\_
6. Proposed Use ( Complete Description of Business Or Operation ): \_\_\_\_\_  
\_\_\_\_\_  
(More Space on 2nd Page)
7. Name, address and telephone number of person who may be contacted regarding  
Inspection \_\_\_\_\_
8. Realtor's name, address and phone number if applicable \_\_\_\_\_  
\_\_\_\_\_

TOTAL SQUARE FEET: \_\_\_\_\_

A certificate of occupancy is not an approval for a proposed use of premise, zoning approval must be obtained.

\_\_\_\_\_  
Applicant's Signature

TO BE COMPLETED BY CODE OFFICER \_\_\_\_\_

Zoning Approved _____	Date _____
Application # _____	Re-inspection Date _____
Fee received by _____	Granted _____ Denied _____
Date Filed _____	Re-Inspection Date _____
Inspected on _____	Granted _____ Denied _____
Granted _____ Denied _____	Full Abatement _____

\_\_\_\_\_  
Code Officer

C.O. For Sale or Lease:  
One Story \$70.00  
Two Story \$90.00  
Three Story/Above \$110.00

**Note:**  
1<sup>st</sup> re-inspection fee: NO CHARGE  
Subsequent re-inspections: \$150 for each re-inspection

**CERTIFICATE OF OCCUPANCY DATES:** Sale: 90 days from initial inspection. Rentals: 30 days from initial inspection.

CHECKS ARE TO BE MADE PAYABLE TO BOROUGH OF FREEHOLD