

INSPECTION DATE:  
MON, TUES or THURS

INSPECTION TIME:  
9:00 – 11:00 AM 1:00 – 4:00 PM

**BOROUGH OF NEW MILFORD**  
**930 River Road**  
**New Milford, NJ 07646**  
**Building Department**  
**(201) 967-5044 ext 5415, 5560**  
**(201) 262-1904 FAX NUMBER**

FAXED DPW DATE:

RECEIVED DPW DATE:

FEE: \$100.00

Closing Date: \_\_\_\_\_

Check # \_\_\_\_\_ Date \_\_\_\_\_ All payments must be made by check or money order

**APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR ONE AND TWO FAMILY HOMES**

Address of property \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Name of Seller \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Buyer \_\_\_\_\_ Phone # \_\_\_\_\_

[Print Clearly]

One Family \_\_\_\_\_ Two Family \_\_\_\_\_ Other \_\_\_\_\_ DEMO \_\_\_\_\_ (provide letter see checklist)

No. of Kitchens \_\_\_\_\_ Bathrooms \_\_\_\_\_ Bedrooms \_\_\_\_\_

Type of Heating Equipment: GAS \_\_\_\_\_ OIL \_\_\_\_\_

Oil Tank on property/in structure? \_\_\_\_\_ (If yes, tank in use? \_\_\_\_\_) OR ( Properly abandoned? \_\_\_\_\_)

Is there a well on the property? \_\_\_\_\_ (If yes, tested for safety and health? \_\_\_\_\_)

Is there a sump pump \_\_\_\_\_ yes \_\_\_\_\_ no Is it connected according to code \_\_\_\_\_ yes \_\_\_\_\_ no

Property shall be in compliance with all Borough and State codes and ordinances. (See attached form for information)  
**All open permits shall be closed and final inspections made.** (ie: Hot water heater, furnace, etc. permits must be issued if not inspected prior to closings)

**Sidewalks and Aprons are Homeowners responsibility and shall be in compliance with Borough Ordinance.**

I (We) hereby certify that the foregoing statements made by me (us) are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Telephone contact (For inspection and/or reschedule) \_\_\_\_\_

Signature of SELLER ( ) BUYER ( ) AGENT ( ) \_\_\_\_\_

For Office use only:

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Department of Public Works Approval \_\_\_\_\_ Date \_\_\_\_\_

**DPW Comments:** \_\_\_\_\_

Construction Official Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Construction Official Comments:** \_\_\_\_\_

**OPEN PERMITS:** \_\_\_\_\_

Please Note: After all inspections are completed & approved one Certificate, good for (6) six months, will be issued after the Construction Official signs it. The certificate will include Fire, Building and Sidewalk Compliance.