



*Borough of Caldwell*  
Construction Office

One Provost Square • Caldwell, NJ 07006 • 973-403-4626 • Fax 973-226-6734

APPLICATION FOR CERTIFICATE OF OCCUPANCY UPON VACANCY

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

Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Superintendent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address to be Inspected: \_\_\_\_\_

Apartment and Floor #: \_\_\_\_\_ Vacancy Date: \_\_\_\_\_

Number of Rooms: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_

Square Footage of Apartment \_\_\_\_\_ Square Footage of EACH Bedroom (Please List)

\_\_\_\_\_  
\_\_\_\_\_

Names, Ages, Drivers License and/or SS#'s of All Tenants for Unit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheet if needed)

**PLEASE NOTE:** A copy of the lease **MUST** be provided to this office prior to issuing a

CO. Lease Attached  Yes  No

Please enclose your check made payable to the Borough of Caldwell in the amount of \$35.00 per apartment to be inspected. You will be called to set up an appointment for inspection.



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### Inspection

#### Basement:

Finished  Unfinished  Full Bath  Half Bath

Habitable  Non-Habitable

Other: \_\_\_\_\_

Central A/C: Yes  No

#### 1<sup>st</sup> Floor:

Kitchen(s)# \_\_\_\_\_  Living Room(s)# \_\_\_\_\_  Dining Room(s)# \_\_\_\_\_

Enclosed Porch  Other: \_\_\_\_\_

Full Bath(s)# \_\_\_\_\_  Half Bath(s)# \_\_\_\_\_  Powder Room(s)# \_\_\_\_\_

Bedroom(s)# \_\_\_\_\_

Fireplace: (Location): \_\_\_\_\_

#### 2<sup>nd</sup> Floor:

Kitchen(s)# \_\_\_\_\_  Living Room(s)# \_\_\_\_\_  Dining Room(s)# \_\_\_\_\_

Enclosed Porch  Other: \_\_\_\_\_

Full Bath(s)# \_\_\_\_\_  Half Bath(s)# \_\_\_\_\_  Powder Room(s)# \_\_\_\_\_

Bedroom(s)# \_\_\_\_\_

Fireplace: (Location): \_\_\_\_\_

#### 3<sup>rd</sup> Floor (Attic)

Finished:  # rooms \_\_\_\_\_ Unfinished  Full Bath  Half Bath

#### Garage:

One Car  Two Car  Other: \_\_\_\_\_ Storage Above? Yes  No

What Accessory Structure? \_\_\_\_\_

#### Permitted zoning:

Legal Conforming  Legal Non-Conforming  Illegal

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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