



**Office of Code Enforcement**

24 N. Black Horse Pike  
Runnemede, NJ 08078  
856-939-2815

**Certificate of Continued Occupancy Application  
Commercial/Multi Family**

**Fee: \$150.00**

**\$25.00 Fee after first reinspection**

Date: \_\_\_\_\_ Check Number: \_\_\_\_\_

Address of Property: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Name of Business: \_\_\_\_\_

Description of Use: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Sale \_\_\_\_\_ Lease \_\_\_\_\_ Buyer \_\_\_\_\_ Tenant \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Realtor or Owner: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Occupancy Date: \_\_\_\_\_

**Continued on Page 2**

**Provide proof of lease or purchase from Owner**

**Application expires 90 days after inspection, if the Certificate of Continued Occupancy has not been issued**

**All construction permits shall be closed out before the Certificate of Continued Occupancy is issued**

**Construction permits shall be required for any work performed without proper permits.**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_