

**GLOUCESTER CITY HOUSING AND BUILDING DEPARTMENT**

**700 SOMERSET STREET, GLOUCESTER CITY, NJ 08030**

**PHONE: (856) 456-7689 FAX: (856) 456-0289**

**INSPECTION APPLICATION FOR A COMMERCIAL CERTIFICATE OF OCCUPANCY**

**NOTE: All utilities must be on for inspection**

**(THIS SECTION OFFICE USE ONLY)**

DATE RECEIVED \_\_\_\_\_ DATE ISSUED \_\_\_\_\_  
DATE PERMIT ISSUED \_\_\_\_\_ PERMIT # \_\_\_\_\_ C.O. # \_\_\_\_\_

**PLEASE COMPLETE THIS SECTION BELOW (PLEASE PRINT OR TYPE)**

WORKSITE LOCATION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_  
OWNER IN FEE \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ DRIVERS LICENSE NO. \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
ZIP CODE \_\_\_\_\_ PHONE NO \_\_\_\_\_ FAX NO \_\_\_\_\_

BUYER \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ DRIVERS LICENSE NO. \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
ZIP CODE \_\_\_\_\_ PHONE NO \_\_\_\_\_ FAX NO \_\_\_\_\_  
FEDERAL EMP. NO \_\_\_\_\_ LIC. NO \_\_\_\_\_

TENANT \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ DRIVERS LICENSE NO. \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
ZIP CODE \_\_\_\_\_ PHONE NO \_\_\_\_\_ FAX NO \_\_\_\_\_  
FEDERAL EMP. NO \_\_\_\_\_ LIC. NO \_\_\_\_\_

\_\_\_\_ CERTIFICATE OF OCCUPANCY      \_\_\_\_ CERTIFICATE OF CONTINUED OCCUPANCY  
\_\_\_\_ CERTIFICATE OF APPROVAL      \_\_\_\_ CERTIFICATE OF COMPLIANCE  
\_\_\_\_ TEMPORARY CERTIFICATE OF OCCUPANCY

FINAL COST OF CONSTRUCTION: \$ \_\_\_\_\_  
(Include value of any new structure, all on-site improvements, built in furnishings and fixtures and all integral equipment exclusive of process or manufacturing equipment.)

A set of "As-Built" or amended drawings is required if the building or structure deviates from the approved plans filed with the construction permit. Use space below to describe any deviations from approved plans:

**PROVIDE FLOOR PLAN OF BUILDING; BE SPECIFIC, INCLUDING ALL MEASUREMENTS (EXAMPLE PROVIDED)**

SQ. FOOTAGE OF SPACE: \_\_\_\_\_  
DESCRIPTION OF WORK: \_\_\_\_\_

HOURS OF OPERATION/NUMBER OF EMPLOYEES: \_\_\_\_\_

USE GROUP: \_\_\_\_\_

SPECIFIC USE: \_\_\_\_\_

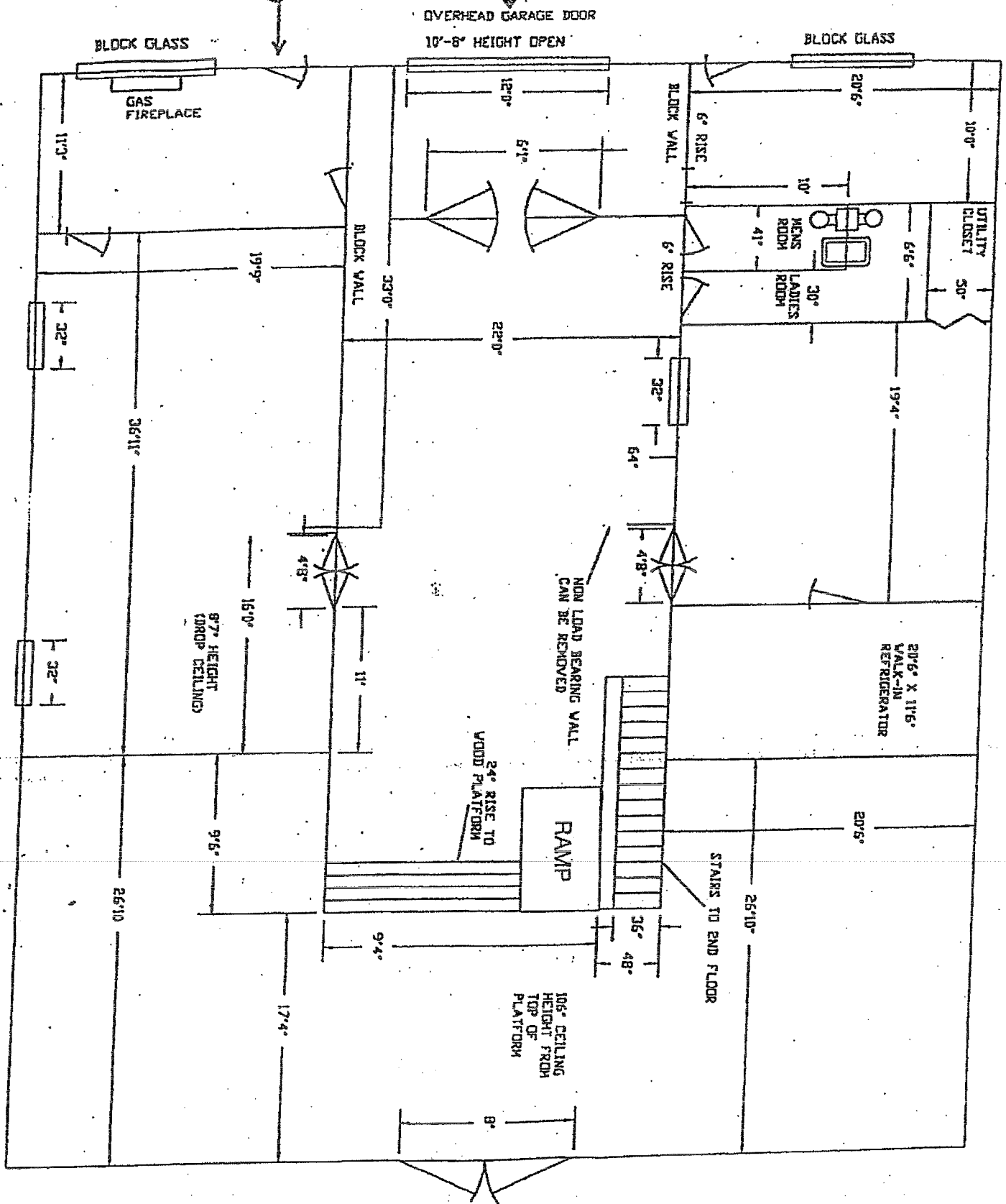
PLEASE SIGN \_\_\_\_\_ APPLICATION & INSPECTION FEE \*\*  
CHECK NO. \_\_\_\_\_ CASH \_\_\_\_\_  
PHONE \_\_\_\_\_

GAIN ACCESS TO PROPERTY CONTACT \_\_\_\_\_  
Please be advised all exterior violations cited shall be considered a violation of Chapter 55 and/or 66 of the Housing Ordinance of Gloucester City and must be corrected within thirty (30) days or a summons shall be issued.

\*\*Application & Inspection Fee is determined by Square Footage of Space and Use Group.

Property Address:  
Office Entrance

Garage Entrance



Example Only : Commercial floor Plan  
Do not use