

Gloucester City Housing And Building Department
700 Somerset St, Gloucester City, N.J. 08030
(856)456-7689 Fax (856)456-0289 Email: Housing@cityofgloucester.org

Application for Commercial Certificate of Occupancy:

Note: All utilizes must be on for inspection. **Complete all sections below (print or type)**

Date Received _____ 1st Inspection _____ Time _____ CO # _____
Sale _____ Rental _____ Vacant _____ Occupied _____
Property Location _____ Block _____ Lot _____

Owner _____ Address _____
Date of Birth _____ Drivers Lic # _____
Phone _____ Fax _____ Email _____

Buyer _____ Address _____
Date of Birth _____ Drivers Lic # _____
Phone _____ Fax _____ Email _____

Tenant _____ Address _____
Date of Birth _____ Drivers Lic # _____
Phone _____ Fax _____ Email _____

Check one:

_____ Certificate of Occupancy _____ Certificate of Continued Occupancy
_____ Certificate of Approval _____ Certificate of Compliance
_____ Temporary Certificate of Occupancy

Please provide a floor plan of building; be specific, including all measurements

Square footage of space _____ Description of Work _____

Hours of Operation _____ Days of Operation _____
Number of Employees on site during working hour's _____
Use Group _____ Specific Use _____

Please Sign Owner _____ Date _____
Tenant / Buyer _____ Date _____
Check # _____ Cash _____ **Fee based on Square Footage and Use Group**
Gain Access/Emergency Contact _____ Phone _____

Please be advised that all violations are cited from chapter 55 and/or 66 of Gloucester City Housing Ordinance, International Property Maintenance, and UCC Code. (Failure to abate violations could be subject to court action) by signing I acknowledge that all above are true and subject to prosecution by the fullest extent of the law.