

**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](mailto:housing@cityofgloucester.org)**

**Application for Residential Certificate of Occupancy:**

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

**PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**FEEs: Initial Inspection including 1<sup>st</sup> re-inspection: \$100.00; 2<sup>nd</sup> re-inspection: \$15.00; All succeeding re-inspections: \$50.00**

Date Received \_\_\_\_\_ Inspection Date/Time \_\_\_\_\_ CO # \_\_\_\_\_

Sale \_\_\_\_\_ Rental \_\_\_\_\_ Vacant \_\_\_\_\_ Occupied \_\_\_\_\_

Property Location: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Apt # \_\_\_\_\_ Floor \_\_\_\_\_ Dwelling Type: Single \_\_\_\_\_ Attached \_\_\_\_\_ Row \_\_\_\_\_

Owner/Seller \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Buyer\* \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Tenant\* \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Agent \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone# \_\_\_\_\_ Email \_\_\_\_\_

**\*Proof of identity required. In the case of LLCs, Partnerships, or Corporations, the name, address, and telephone number of the record owner or owners of the premises must be submitted.**

**Proof of Identity Verified By: \_\_\_\_\_**

Property Location \_\_\_\_\_ CO# \_\_\_\_\_

**Bedrooms and Square Footage for Each Listed:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

**All Proposed occupants (children included) full names and dates of birth:**

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

Please Sign Owner \_\_\_\_\_ Date \_\_\_\_\_

Please Sign Tenant/Buyer \_\_\_\_\_ Date \_\_\_\_\_

Check # \_\_\_\_\_ Cash \_\_\_\_\_ Fee: \$100.00

Gain Access/Emergency Contact: \_\_\_\_\_ Phone \_\_\_\_\_

**By signing I acknowledge that all above are true and subject to prosecution by the fullest extent of the law. 55:13D (4) Warrant Waiver Required.**

**Official Use Only:**

Date: \_\_\_\_\_ Court Employee Signature: \_\_\_\_\_

**WARRANTS: YES (listed below) \_\_\_\_\_ NO WARRANTS FOUND: \_\_\_\_\_**

**Name/Date of Birth/Number of Warrants:**

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



# GLoucester City Police DEPARTMENT

313 MONMOUTH STREET GLOUCESTER CITY, NEW JERSEY 08030

Dear Landlord,

The Gloucester City Police Department urges you to do strong background checks on each and every tenant, as well as, have an ironclad lease that deals with quality of life issues and/or police involvement. We have seen many tenants move into properties that have serious criminal backgrounds, as well as, other issues. What we have found is that they bring with them a lot of problems, such as the illegal sale of narcotics, domestic violence, weapons and other criminal offenses. As a police department, we do not stand for any wrongdoing and will strictly enforce issues as they arise, whether it be from the tenant or you, the property owner. We will seek to have any landlord removed from the HUD program if they fail to address issues such as drug dealing, violence of any kind, or quality of life problems when our department brings them to your attention. We will also seek to have all rental privilege revoked from your property. Our department has been, and will continue to be, aggressive in our approach to dealing with quality of life issues in city neighborhoods. While we have many property investors/landlords who work well with our department, we have also found that many do not and continue to ignore the problems their tenants bring to Gloucester City. I urge you to maintain a good working relationship with our department, as well as, any other departments in Gloucester City. Please do not hesitate to contact me 456-0408 if you should have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Morrell".

Brian Morrell  
Chief of Police

**ORDINANCE OF THE CITY OF GLOUCESTER CITY**  
County of Camden, State of New Jersey  
#0442014

**AN ORDINANCE AMENDING CHAPTERS 37, 51 AND 55 OF THE  
GLOUCESTER CITY CODE**

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Common Council of the City of Gloucester City in the County of Camden and the State of New Jersey that the following Chapters/Sections be amended:

**§ 37-4**

**C. (3) Delete in its entirety and replace as follows**

The fees for renovations, alterations, solar installations, and repairs shall be based upon the estimated cost of the work. The fee shall be computed as a unit rate of \$38.00 per \$1,000 of estimated.

**Add the following:**

C. (10) The fee for a permit for lead hazard abatement work shall be \$176.00

D. (4) For cross connections and backflow preventers that are subject to annual re-testing, the fee shall be \$65.00 for each device.

**§ 51-3**

**I. Delete in its entirety and replace as follows**

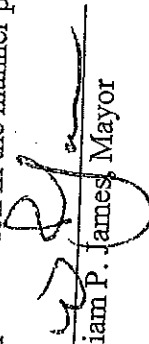
Prohibited Recycling Materials – Tires, motor oil, automotive batteries, electronics, shall not be placed curbside and are to be brought to the Department of Public Works Monday through Friday 7:30 am to 3:00 pm or the 1<sup>st</sup> Saturday of the month from 9:00 am to 1:00 pm. Must present proof of residency.

**§ 55-13 Add the following**

D (4) Warrant Waiver indicating buyer/owner/tenants/proposed occupants have no outstanding warrants issued by any and all New Jersey Municipal Courts. Warrant Waiver shall be obtained from the Gloucester City Municipal Court located at 313 Monmouth Street, Gloucester City, New Jersey 08030.


**BE IT FURTHER ORDAINED** that if any section, subsection, paragraph, sentence or other part of this Ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance, but shall be confined in its effect to the section, subsection, paragraph, sentence or other part of this Ordinance directly involved in the controversy in which said judgment shall have been rendered and all other provisions of this Ordinance shall remain in full force and effect.

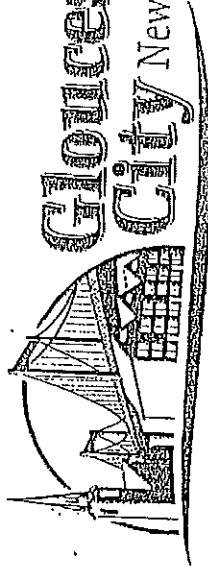
**BE IT FURTHER ORDAINED** this Ordinance shall take effect immediately upon final adoption and publication in the manner prescribed by law.

  
William P. James Mayor

Passed on First Reading: 10-16-14

Adopted by the Mayor and Common Council of Gloucester City this <sup>9<sup>th</sup></sup> day of Nov, 2014.

  
Kathleen M. Jentsch, City Clerk



Housing and Building Department

*Where Great Things Are Happening!*

Pursuant to Gloucester City Ordinance No. 019 – 2017 all outstanding fees due to the City Housing Office, including but not limited to, vacant and/or abandoned property fees must be paid prior to the issuance of any Certificate of Occupancy or Transfer of Title. All unpaid fees that are due for a property will continue to be applied to the property and must be satisfied prior to the issuance of either certificate.

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

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

Fees Owed: \_\_\_\_\_

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

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