

Township of Pilesgrove
Application for Certificate of Occupancy (CO)
RENTALS Only
(Revised 5/13/2025)

Fee (initial and one follow-up) = \$50
Lead Base Paint DCA Fee (if applicable)= \$20
Re-Inspection Fee = \$75

Lot Information:

Block: _____ Lot: _____ Number of Bedrooms: _____

Address: _____

Landlord (Owner) Information:

Name: _____

Phone: (_____) _____ - _____ Email: _____

Tenant Information (CO will be issued in Occupants Name):

Name: _____

Phone: (_____) _____ - _____ Email: _____

Contact Person to Set up Inspection: _____

Phone: (_____) _____ - _____ Email: _____

The following is required to be submitted PRIOR to issuing a CO:

- _____ Landlord Registration Form (updated for New Tenants)
- _____ Property Liability Insurance (*pursuant to Title 40A:10A-1 et seq effective August 5, 2022*)
- _____ Well, Chimney, Smoke/Carbon Monoxide Certificates
- _____ Lead-Safe Certificate (valid for three years) or Lead-Free Certificate for lead base paint in homes built before 1978, *pursuant to P.L.2021, c.182 effective July 22, 2022*
- _____ \$20 Fee for Department of Community Affairs (Lead Base Paint), if applicable

****In New Jersey, while a septic system inspection isn't mandated for property transfers, it's strongly recommended, especially for buyers, to ensure the system is in good working order and to avoid potential future liabilities. While the state doesn't require inspections, mortgage lenders and buyers themselves may insist on them as part of the transaction. Pilesgrove Township does not inspect septic systems as part of the Certificate of Occupancy. ****

I have read this form and all information on this form is accurate _____

Please sign

HOUSING OFFICE USE ONLY

INSP. FEE: \$ _____ CASH: _____ CHECK: _____

COLLECTED BY: _____ DATE: _____

ADDL. FEE: \$ _____ CASH: _____ CHECK: _____

COLLECTED BY: _____ DATE: _____