

# Borough of Bellmawr

Construction/Zoning/Code Enforcement Office

21 E. Browning Road - Bellmawr, NJ 08031

Phone: 856-933-1286 - Fax: 856-933-3289

Email: ConstructionOffice@Bellmawr.com

[www.Bellmawr.com](http://www.Bellmawr.com) & [www.facebook.com/BellmawrBorough](http://www.facebook.com/BellmawrBorough)



## Application for Certificate of:

Please **CHECK** one of the following!:

Single Family Dwelling RESALE

Continued Occupancy

Change of Ownership ONLY

(No inspection needed, but no one can occupy  
Property until full CO is issued!!!)

👉 **Single Family NEW Rental or NEW TENANTS?**

(Annual rentals do **not** require this Form. **Change of tenants** require Inspection,  
\$100, & tenant form updated) **New Rental: invoice, registration, inspection Annually!**

**TO BE COMPLETED BY APPLICANT:**

**Fee= \$100.00**

Cash:  OR Check #: \_\_\_\_\_

CO #: \_\_\_\_\_  
OFFICE USE ONLY

INVOICE #: \_\_\_\_\_  
OFFICE USE ONLY

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

Owner of property: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address of owner: \_\_\_\_\_  SAME AS ABOVE  
Address - City, State - Zip Code **MUST BE LISTED** if different than address applied for

## IF AVAILABLE:

Realtor/Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Buyer of Property: \_\_\_\_\_ Phone #: \_\_\_\_\_

Settlement Date: \_\_\_\_\_

## INSPECTION: MUST CALL OUR OFFICE!

*(See checklist available in our office & [www.bellmawr.com](http://www.bellmawr.com) to see what is required to pass inspection)*

**PLEASE NOTE:** CO Inspections are done on Tuesdays and Thursdays mornings only by appointment.

**Time frames – pick one: 7-8, 8-9, 9-10 or 10-11 AM ONLY.**

Application and fee must be received prior to scheduling any inspection. If application is mailed in (addressed to "attn: Construction" with check made payable to "Borough of Bellmawr", someone is STILL required to call our office to schedule inspection once we've received form & payment. *When a CO is issued, it will be in our "pickup bin" outside of the office door!*

ANY AND ALL PERMITS/PAYMENTS DUE IN OUR SYSTEM (GOES BACK TO 2012) MUST BE CLOSED OUT BEFORE CO IS ISSUED! BE SURE CHECK WITH OUR OFFICE TO MAKE SURE NONE ARE OPEN and also note:

**BEFORE WE CAN ACCEPT THIS APPLICATION, ALL CHARGES (TAXES/GRASS/ LIENS (Call 856-933-1313), ETC) MUST BE PAID. (NO CO CAN BE ISSUED UNTIL EVERYTHING'S BEEN PAID!)**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_