

Borough of Audubon



TELEPHONE: (856) 547-0710

606 WEST NICHOLSON ROAD
AUDUBON, NEW JERSEY 08106

SALE OR RESALE OF PROPERTY CERTIFICATE OF OCCUPANCY

A Certificate of Occupancy is required for the sale or resale of all residential and non-residential properties in the Borough of Audubon, whether occupied or unoccupied. This includes both an interior fire and housing code inspection and an exterior property inspection. A 15-business-day notice is required to schedule Fire and Exterior CO inspections. State law requires a fire inspection before any sale, and failure to comply may result in state fines. The Borough also requires all exterior work to be completed before settlement, with non-compliance subject to fines.

REQUIRED INSPECTIONS

- Both inspections must be completed and must pass before issuance of COs.
- Interior Fire Inspection
- Exterior Property Inspections

CO REQUEST REQUIREMENTS

The Borough works directly with the seller or seller's agent only (not the buyer or buyer's agent). No formal application is required. Please include the following information in your request:

- Name of seller/property owner
- Property address
- Closing date
- Whether a sump pump is present

SUBMIT REQUESTS TO:

Kristen Melvin – *Administrative Assistant to the Superintendent of Public Works*
k.melvin@audubonnj.com 856-547-1240 ext. 110

PAYMENT REQUIREMENTS

Fees: \$50 Exterior Inspection | \$25 Fire Inspection (Two separate payments are required)

Accepted: Exact cash or check (Payable to Borough of Audubon)

Submit: Mail, bring in person, or drop in the black vestibule lockbox (Attention: CO)

INSPECTION SCHEDULING & TIMING

Please contact the Borough at least 15 days before settlement. Inspection and response times are typically 7–10 business days, depending on weather and workload. If violations are found, a re-inspection will be required. Certificates of Occupancy are issued only after all inspections, repairs, and requirements have been completed.

COMMERCIAL PROPERTIES

Commercial properties do not require a CO before settlement. However, the new owner must contact the Fire Marshal immediately after settlement. Fire Marshal Office: 856-547-0710 *117

IMPORTANT NOTES

All liens, property maintenance charges, and construction permits must be resolved or closed out before the issuance of a Certificate of Occupancy. COs are issued only after all inspection requirements have been satisfied and any required repairs have been completed. Certificates are valid for 90 days from the date of issuance.