



BOROUGH OF AUDUBON — CAMDEN COUNTY, NJ

Department of Community Development

CERTIFICATE OF OCCUPANCY APPLICATION

Municipal Code: Chapter 105, Article VII, Sec. 105-296 — Certificate of Occupancy (CO) required before title transfer on all residential and commercial properties within the Borough of Audubon.

Contact: Kristen Melvin (856) 547-1240 ext. 3 k.melvin@audubonnj.com

1. WHO CAN APPLY

✓ **Only** the **property owner (seller)** or their authorized representative (attorney, agent, or property manager) may submit this application.

✗ **Buyers may NOT order or submit a CO inspection request.**

4. PROCESS TIMELINE

Day 1: Application submitted & fee paid

Days 2–5: Inspection scheduled

Days 5–10: Inspection conducted

Days 10–12: Violations corrected (if any)

Days 13–15: Certificate issued

2. INSPECTION FEES & PAYMENT

EXTERIOR INSPECTION	FIRE INSPECTION	✓ ACCEPTED	✗ NOT ACCEPTED
\$50.00 One separate check or money order	\$25.00 One separate check or money order	• Personal/business check • Money order • Cash — exact amount only	• Credit cards • Debit cards • Online / electronic payments

📄 **Submit two (2) separate checks or money orders**, one per inspection, both payable to:

Borough of Audubon

💵 **Cash:** Submit the **exact amount — \$50.00** (exterior) and **\$25.00** (fire). The Borough does **not** provide change. Incorrect amounts will not be accepted.

3. APPLICANT INFORMATION — TO BE COMPLETED BY THE PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE

Full Name *

Phone Number *

Email Address *

Are you the property owner? *

If No, Relationship to Owner/Seller *

Property Street Address *

☐ Yes ☐ No

Anticipated Closing Date *

Is there a Sump Pump? *

☐ Yes ☐ No

Is this property being flipped? *

☐ Yes ☐ No

⚠ **Important:** All owners/sellers must contact the **Construction Office** to ensure all permits are closed out **prior to applying for a Certificate of Occupancy**. Please call the Construction Office at (856) 547-6312 or email n.bicking@audubonnj.com.