



**COLLINGSWOOD FIRE
DEPARTMENT
OFFICE OF FIRE PREVENTION
& INSPECTION BUREAU**



434 Haddon Avenue
Collingswood, New Jersey 08108

P. (856) 854-7447
F. (856) 854-1279

Geoffrey T. Joyce
Fire Official

Application for Residential Occupancy Certificate

Please complete application form (PLEASE PRINT) for each unit & mail or present to the Fire Prevention & Inspection Bureau at the above address with the required fee of **\$75.00** each Unit.

Date ___/___/___ Requested Inspection Date ___/___/___ (Tues, Wed, Thurs/AM or PM)

Property Name /Address / Rental Agent contact

 _____ Phone _____

Unit # _____ **Bldg #** _____ **Floor#** _____

Tenant : _____

Present Address _____ City/State _____

Phone # _____ Term of Lease _____ From ___/___ to ___/___

Number of pet's _____ Type of pets _____

Number of Adult Tenants _____ Number of Juvenile Tenants _____

Dwelling Information / APARTMENT _____ SINGLE FAMILY _____

Living Room ___ Dining ___ Kitchen ___ # of Bedrooms _____ Other _____

 List all proposed occupants and their ages with a copy of your Lease or Occupancy Agreement.
 This office must receive occupant information before any occupancy can occur.

Fees payable to: Borough of Collingswood / (Check or Money Order)
 ----- *Fees must be paid PRIOR to Inspection* -----

Agent Signature