

How to Apply for a Certification of Continual Occupancy

C.C.O.

STEPS

- 1. Must apply for a Zoning Permit. Zoning Department is located in City Hall Room 220 Phone# 856-757-7191.**
- 2. After you received ZONING APPROVAL**
- 3. You will then submit an application to Construction/Building Bureau to receive the Certification of Continual Occupancy Form –Fee is \$200. Construction/Building Bureau is located in City Hall Room 403 Phone# 856-757-7032**
 - **You will have Four (4) Inspections from Construction/Building Bureau:**
 - **Building**
 - **Plumbing**
 - **Electric**
 - **Fire****
 - **To be paid-Fee \$64**
 - **Located at 3rd and Arch Street**
Phone# 856-757-7531 or 7520