



**Township of Ocean**  
Monmouth County  
399 Monmouth Road  
Oakhurst NJ 07755-1589

Department of  
Community Development  
732-531-5000  
732-531-7696 FAX

# *New House Certificate of Occupancy*

**BEFORE A CERTIFICATE OF OCCUPANCY WILL BE ISSUED FOR  
NEW HOME CONSTRUCTION  
THE FOLLOWING CONDITIONS MUST BE MET:**

1. All final inspections must be completed and approved.  
(Building, Electric, Plumbing, Fire & Engineering)
2. At completion of the house, you will be required to submit (2) two original sealed final "As Built" surveys indicating final grading elevations. Both of these surveys need to be submitted to the building department with a fee in the amount of \$150.00. One will be forwarded to the Township Engineer who will then perform the required final engineering inspection. Any re-submittals to engineering will incur a \$50.00 fee
3. Soil Compliance Certification from Freehold Soil Conservation District (*if applicable*).
4. Before you can obtain a Certificate of Occupancy you will be required to produce an acceptance certificate from the Township of Ocean Sewerage Authority. This will be a yellow document that you will need to present to the Building Department.
5. Home Warranty from registered builder must be provided to the Building Department or waiver signed by homeowner if house was built by owner and will be occupied by same.
6. An application for a Certificate of Occupancy must be completed and the fee for the CO will then be calculated. From the time of your last final inspection, it may take several days in order to process your Certificate of Occupancy. You do not have a Certificate of Occupancy until you have paid for and picked up the actual Certificate from the Township of Ocean Building Department.

7.

The Construction Official will review the above for completeness. The certificate will be issued only after the Construction Official is assured that all the above items are in compliance. **Once the Certificate of Occupancy has been issued by our office the new house may be occupied.**

After you have obtained a final Certificate of Occupancy, you may submit a written request for the release of the Escrow that was posted. Your request should be submitted to the Township Clerks office. At release time you will be required to post a 15% Maintenance Bond that will be held for one (1) year to cover any expenses that may occur for any necessary repairs and for future maintenance inspections.

**The information listed above is for your reference  
in submitting your permit applications.**

**Each project is different and may required additional information.**