



City of North Wildwood

Construction Office

901 Atlantic Avenue
North Wildwood, New Jersey 08260
609-522-2030

Daniel F. Speigel, CPM, CFM
Construction Official

Certificate of Occupancy (CO) Checklist

Property Address: _____ Unit#: _____ Block: _____ Lot: _____

Permit#: _____ Control#: _____ Date: ____/____/____

- _____ Top of block foundation survey (signed & sealed copy)
- _____ Framing checklist
- _____ All inspections approved (building, fire, electrical, plumbing)
- _____ Application for certificate with final cost of construction
- _____ Wildwood water utility sign-off request (const. office will fax)
Date sent: ____/____/____
- _____ Copy of new home builders warranty (state or private – original)
- _____ Elevation Certificate: "As Built" (signed & sealed copy) ***SCAN into H: drive***
- _____ Final survey: "As-Built" (signed & sealed copy)
- _____ Final zoning inspection completed and approved
- _____ Outstanding fees/penalties satisfied

(If applicable to specific properties/buildings)

- _____ Sealed pile log (if piles were driven)
- _____ Flood-proofing certificate (for commercial properties only)
- _____ Cape Atlantic soil certificate (over 5000 sq. ft. 609-625-3144)
- _____ Elevator Inspection (if applicable)
- _____ County board of health approval (food establishments only: 609-465-1000)
- _____ BHI Registration certificate – Multiple dwellings (if applicable)
- _____ Final site inspection (city engineer – if applicable)