



**CODE ENFORCEMENT DIVISION
CITY OF NEWARK**

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DATA REQUIRED FOR CERTIFICATES OF OCCUPANCY

APPLICATION SHALL BE SUBMITTED A MINIMUM OF 10 BUSINESS DAYS PRIOR TO REQUESTED DATE OF OCCUPANCY

The following items must be submitted for a Certificate of Occupancy:

1. Application for Certificate of Occupancy
2. Seven (7) copies of As-built Site Plans

If applying for a Certificate of Occupancy for New Single Family Dwelling the following items must be submitted:

1. Application for Certificate of Occupancy
2. Seven (7) copies of the As-built Site Plans
3. Copy of the Home Warranty

ALL APPLICATIONS FOR CERTIFICATE OF OCCUPANCY SHALL BE SUBMITTED A MINIMUM OF 10 BUSINESS DAYS PRIOR TO REQUESTED DATE OF OCCUPANCY.