



**CODE ENFORCEMENT DIVISION
CITY OF NEWARK**

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7098 · www.cityofnewarkde.us

CERTIFICATE OF OCCUPANCY APPLICATION

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

FEE: _____ DATE: _____

FROM: _____ PHONE#: _____

ADDRESS: _____

**APPLICATION IS HEREBY MADE FOR A CERTIFICATE OF OCCUPANCY FOR THE USE OF THE
PREMISES AS DESCRIBED BELOW.**

ADDRESS: _____ LOT #: _____

OWNER: _____

PROPOSED USE: _____

BUILDER: _____ PERMIT #: _____

**THE DEVELOPER/OWNER UNDERSTANDS THAT PREMISES CANNOT BE OCCUPIED OR USED
UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED BY THE CODE OFFICIAL.**

Applicant Name (printed)

Applicant's Signature

Approved by: _____
Code Enforcement Manager (Date)