

**CITY OF NEWARK  
CODE ENFORCEMENT DIVISION  
220 ELKTON ROAD  
NEWARK, DE 19711**

**OCCUPANCY PERMIT APPLICATION**

**(SUBMIT APPLICATION AT LEAST 14 WORKING DAYS PRIOR TO NEEDING C/O  
WITH 7 COPIES OF ASBUILT SITE PLANS & COPY OF THE HOME WARRANTY)**

**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 the premises cannot be occupied until  
an occupancy permit has been issued by the building official.**

\_\_\_\_\_  
**Applicant's Signature**

**Approved by:**

\_\_\_\_\_  
**Code Enforcement Supervisor**

\_\_\_\_\_  
**Date**