APPLY FOR CONTINUED CERTIFICATE OCCUPANCY (CCO) INSPECTION

Application Process for Agents

**Note:**  Set up a separate GovOnline user username and password for your business if you are a Monmouth Beach resident (don’t use your personal GovOnline username and password).

**Registered User:** already have a GovOnline username and password:

**Go To**:[www.monmouthbeach.us](http://www.monmouthbeach.us),

* Click on: GovOnline button and log on.
* Enter your user ID and password.
* **Note: If you have forgotten your user name or password,**
	+ Click on "Forgot your login user name or password?" to have your login information emailed to you (remember to use the same email id that you used to set up the account originally).

If an email with your login information does not arrive, please check your "spam" folder.

**First Time User:**

**Go To:** [www.monmouthbeach.us](http://www.monmouthbeach.us)

* Click on GovOnline,
* Click on "Create a new account" to set up a new account.
* Click “Other” as your Account Type on the second page
* **Note: If an email with your login information does not arrive, please check your "spam" folder**

**Instructions:**

* Once you are logged on, select "Residential/Commercial Certificate of Occupancy Application".
* Follow instructions on screen and complete the application completely
* Applicant Section should be the **HOME Owners** Information
* Address to be inspected:
	+ When you start typing the address you will see a drop down list appear, make sure that you select the correct address and double check all information that was automatically populated. If not correct, please correct before submitting.
* **Click Save**
* **Click Next**
* Continue to follow instructions and make payment:
* If paying by cash you will have to bring or mail payment to:
	+ Monmouth Beach Borough hall
1. Beach Road

Monmouth Beach, NJ 07750

Attn: CCO Department

**Note: Be sure to write your Gov-Online application number on payment.**

* You will receive e-mails when:
	+ Application has been received.
	+ Application has been reviewed/approved or denied (reasons for being denied, open permits, taxes or sewer bill is not paid up to date). If you are denied you MUST call borough hall to have the issues resolved)
	+ CCO inspection may be scheduled.
	+ Date and time of your CCO Inspection is confirmed.
	+ CCO Certificate is issued after your property has been passed inspection.