

**MONMOUTH BEACH BOROUGH**  
**HOUSING DEPARTMENT**  
**18 WILLOW AVENUE, MONMOUTH BEACH, NJ 07750**  
**For assistance please call 732-962-5475**

APPLY FOR CONTINUED CERTIFICATE OCCUPANCY (CCO) INSPECTION  
Application Process for Home Owners

**NOTE: Inspections are Tuesdays and Thursdays 4:00pm – 7:00pm**

**Registered User:** already have a GovOnline username and password for Recreation or Bathing Pavilion:

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

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

**Instructions:**

Once you have logged on to GovOnline:

- Select "Residential/Commercial Certificate of Occupancy Application".
- Follow instructions on screen and complete the application completely.
- **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  
18 Willow Avenue  
Monmouth Beach, NJ 07750  
Attn: CCO Department
- **Note: Be sure to write your 4 digit Gov-Online application number on payment.**
- You will receive e-mails notifications when:
  - Application has been received.
  - When your 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)
  - When you can schedule your CCO inspection.
  - Confirmation of the date and time of your CCO Inspection
  - CCO Certificate is issued after your property has been passed inspection.