



**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 COMPLETION 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 COMPLETION FOR THE USE OF THE  
PREMISES AS DESCRIBED BELOW.**

ADDRESS: \_\_\_\_\_ LOT #: \_\_\_\_\_

OWNER: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

BUILDER: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

**THE DEVELOPER/OWNER UNDERSTANDS THAT THE WORK UNDER THIS PERMIT CANNOT BE  
OCCUPIED OR USED UNTIL A CERTIFICATE OF COMPLETION HAS BEEN ISSUED BY THE CODE  
OFFICIAL.**

\_\_\_\_\_  
Applicant Name (printed)

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

Approved by: \_\_\_\_\_  
Code Enforcement Manager (Date)