

## **Code Compliance Office**

Borough of Hillsdale  
380 Hillsdale Avenue  
Hillsdale, NJ 07642  
201-722-2612  
Fax: 201-664-0337

### ***Requirements for change of ownership or tenant of commercial building or business.***

1. Letter to be submitted by the new owner or tenant stating that the sale of a property/business is to take place at said location within Hillsdale, with an eighty dollar fee (\$80.00) for the review.
2. The letter should state whether the use is to remain the same or if changes are to be made to the location after the sale. All information about the new business should be indicated in the letter with number of employees, addition parking spaces, and information relating to the new ownership of the property/business.
3. If changes are to be made to the site, or to the current use, a site plan application must be submitted to the zoning department and may require going to the board for approval.
4. This will heard by the board, and they will provide this office with notification of approval, or denial with full details of conditions.
5. If no changes are to take place, then after a review by the zoning official or the zoning inspector a fire inspection will take place and a Continuing Certificate of Occupancy will be issued.
6. Every change of tenant in any commercial space, must provide the following:  
Architectural plans layout of space with reflective ceiling plan – indicating existing or new exit signs and lights as well as Occupancy Load, Use group, Construction Class/ Key map of the building with tenants must be provided.

BOROUGH OF HILLSDALE  
380 Hillsdale Avenue  
Hillsdale, New Jersey 07642

Phone: 201- 722-2612 – Ext 1563  
Fax: 201-664-0337

**NEW BUSINESS APPLICATION**

Date: \_\_\_\_\_

**Change of Tenant** \_\_\_\_ Yes/No **Change of Owner** \_\_\_\_ Yes/No **Change of Use** \_\_\_\_ Yes/No

Property Owner \_\_\_\_\_

Property Address \_\_\_\_\_

**Block** \_\_\_\_ **Lot** \_\_\_\_ **Zone** \_\_\_\_ **Phone Number** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Prior Tenant Name** \_\_\_\_\_ **Suite** \_\_\_\_\_

New Tenant Name \_\_\_\_\_

New Tenant Home Address \_\_\_\_\_

New Tenant Business Phone \_\_\_\_\_

New Tenant Home Phone (Emergency) \_\_\_\_\_

New Business Name \_\_\_\_\_

Type of Business \_\_\_\_\_

Hours of Operation \_\_\_\_\_ Number of Employees \_\_\_\_\_

Number of onsite parking spaces \_\_\_\_\_ Outside Storage \_\_\_\_\_

Proposed Building Improvements \_\_\_\_ Yes/No Explain \_\_\_\_\_

Square Footage \_\_\_\_\_

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Check payable to: the Borough of Hillsdale, NJ for **\$ 80.00** Check # \_\_\_\_ Check date \_\_\_\_

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Steven Loesner, Zoning Official \_\_\_\_\_