



Pennsauken Commercial Occupancy Certificate Application Procedure

Pennsauken Township's Administration Code I4I- I7e (1) requires a new occupancy certificate every time a commercial property changes ownership or there is a change in tenant(s). An application must be completed and filed with the Building Department, which begins the process of receiving a certificate.

When the application is made, the person making the application will be directed to do one of three paths. If the property is not in a redevelopment zone, they will be directed to the Planning and Zoning Coordinator to obtain Zoning Approval.

If the property is in one of the Redevelopment Zones, the person will be directed to make an appointment with the Economic Development Office. Please reach out to the Planning and Zoning department to determine if a property is in a designated redevelopment zone.

If approved by the Economic Development office. The next step is to the Planning and Zoning Coordinator and then to the Building Department to pay the appropriate fee.

The last option is if the application is considered a change of use under the Uniform Construction Code, commonly known as the UCC, and is not in a redevelopment zone, the person will be given a UCC application to complete. This application must be approved by the Planning and Zoning Coordinator for zoning compliance first. If it is approved, then all four Subcode Officials will review it for UCC compliance. The construction department will verify that all taxes are current and there are no open invoices or violations from Fire Prevention.

Regardless of which of the three paths that were just described, once the prior approvals are received and the appropriate fees are paid, an inspection will be scheduled by the Building Department for the Construction Official to inspect the property. In the case of a change of use inspection, the applicant must call for the inspections to be scheduled for the Building, Plumbing, Electrical and Fire Subcode officials to come out

After the inspection(s) are made, a report is generated that list items that need to be taken care of. The report is mailed to the applicant. The cover letter of the report advises all parties what needs to be done to receive a temporary certificate.



Pennsauken Township Occupancy Certificate Application

Building Department Economic Development Planning and Zoning

This application is for existing commercial structures, multiple dwellings and. A new owner of the commercial structure or multiple dwelling, a new owner of the commercial tenant, a new commercial tenant.

Application is not for tenant fit out or change of use.

Application must be completed in its entirety.

Application Date: _____ Inspection Date: _____ Reference #: _____
(Office Use Only) (Office Use Only)

Address: _____ Unit #: _____ Block: _____ Lot: _____

Zoning: _____ (Must obtain zoning district from the Planning & Zoning Office)

Number of Buildings: _____ Total square Footage of space: _____

If there is more than one building, square footage must be given for each building. You may attach additional information to this form,

Fill out the pertinent information, if not applicable leave tile area blank.

Ownership and/or agent information

Current Owner: _____ Current Agent: _____

Address: _____ Address: _____

City & State: _____ City & State: _____

Telephone: _____ Telephone: _____

Fax: _____ Fax: _____

Email: _____ Email: _____

New Owner: _____ New Owner: _____

Address: _____ Address: _____

City & State: _____ City & State: _____

Telephone: _____ Telephone: _____

Fax: _____ Fax: _____

Email: _____ Email: _____



Current or Prior (if empty) Tenant Information

Current Tenant _____

Current use of operation: _____

Current occupant load: _____

Proposed Tenant Information

Proposed Tenant: _____

Current location of proposed tenant: _____

Current Phone: _____ Current Fax: _____

Proposed Tenant's use of the building: _____

Proposed tenant's anticipated occupant load: _____

Provide a brief description of the proposed use of the business.

If there is no designated parking for the business where will the applicant and employees Park. _____

How many employees including the applicant will be at the site: _____

How many parking spaces are designated for your business per the lease: _____

Does your business run on appointment only: Yes _____ No _____

What are the business days and hours: _____

How many customers do you anticipate will visit the business in a day: _____



Applicant Information / Individual responsible for Certificate of Occupancy-To be completed in front of Zoning staff.

Name: _____ Signature: _____

Mailing Address: _____

Phone Number: _____ Cell Number: _____

E-Mail: _____

State of New Jersey)) ss County of _____,) On _____, 20 _____

before me, _____, Notary Public in and for said county,

personally appeared _____, [signer/witness] who

has/have satisfactorily identified him/her/themselves as the signer(s) or witness(es) to the above

referenced document. (Affix Notary Stamp Here) _____ Notary Public

Signature My Commission Expires: _____

Office Use Only

Date received: _____ Fee: _____ Cash _____ Check: _____

Actual use group: _____ Construction Type: _____ Occupant Load: _____

Redevelopment Authority Approval: _____ Date: _____

Zoning Approval: _____ Date: _____

Township Clerk Approval: _____ Date: _____

Building Department Approval: _____ Date: _____



Pennsauken Township Occupancy Certificate Checklist

A Temporary or Final Occupancy Certificate is needed prior to occupying any property in Pennsauken.

{Obtain Occupancy Certificate Application from the Building Department}

Maintenance

Trash & debris Removal	(§ 269-11 et seq.)
Snow Removal	(§ 273-1 et seq.)
Dumpster enclosure	(§ 243-9 et seq. & § 269-11 (e))
Awnings	(§ 141-17 et seq.)
Paint	(§ 141-17 et seq.)
Arcade	(§ 141-17 et seq.)
Windows	(§ 177-3 et seq.)
Fence	(§ 141-81 et seq.)
Graffiti - zero tolerance	(§ 177-1 et seq.)
Lighting ... no rotating/flashing lights	(§ 141-69 (A)(8))
Parking Bumpers	(§ 299-4 et seq.)

Advertising (All signage requires approval by Zoning Officer & Construction Permits)

☐ Signs	(§ 141-86 et seq.)
☐ Lights	(§ 141-86 et seq.)
☐ Outdoor Display	(§141-81, 141-82 & 141-89)
☐ Flags	(§141-86 et seq.)
☐ Window/Door Lettering	(§105-6 et-seq.)

Grand Opening (20 days)/ Going out of business (All signage requires approval by Zoning Officer & Construction Permits)

Banners

☐ Flags	(§ 141-86 et seq.)
☐ Balloons - no wavy/Gumby balloons	(§ 141-86 et seq.)
Temporary signage (20 days) (§ 141-86(H))	

Display of the American Flag must be maintained (no fading, no tears, cannot touch the ground and illuminated at night) in accordance with 4 U.S.C. §§5, 6, 7, 8 & 9. (See.

<https://www.gpo.gov/fdsys/pkg/USCODE-2011-title4/gtml/USCODE-2011-title4-chap.I.htm>)

Maximum total are signs for every property-two square feet for every one linear foot of building frontage.



Listed below is the permitted number of signs in each zone.

C-1 Zone--2 signs

C-2 Zone -4 signs

LI Zone· 4 signs

HI Zone - 4 signs

Township Code can be accessed by pasting the following link into your web browser:

<https://ecode360.com/PE0635?needHash=true>

OTHER: _____

Applicant Signature _____ Date ____ / ____ / ____

The items listed above are guidelines to follow in order to obtain occupancy certificate



**Township of Pennsauken
Fire Department**

Office of the Fire Marshal

2215 Merchantville Avenue
Pennsauken, NJ 08110
856-665-0774

Dear Pennsauken building & business owner(s),

The New Jersey Division of Fire Safety has officially adopted the 2018 Edition of the New Jersey Uniformed Fire Code. This latest code update is intended to provide enhanced fire safety measures for your property, business, and customers.

While most of the fire code remains unchanged, there are several significant changes that became effective with the adoption of the 2018 Edition. While we cannot list every code update in this letter, we have listed below several of the significant changes.

Effective Immediately:

- All doctors, dentists, and veterinary offices must register as a "Life Hazard Use" with the New Jersey Division of Fire Safety
- Inspection and load testing of fire escapes must be performed every (5) five years by an outside qualified vendor (Triplex's and above)
- Additional signage requirements for buildings equipped with solar panels
- Changes to outdoor and indoor storage of pallets
- Increased regulations concerning mobile cooking/food trucks

Effective April 15, 2025:

- Mulch must not be within (18) eighteen inches of buildings with combustible exteriors and/or designated smoking areas

THE FOLLOWING ARE EXEMPT FROM THE NEW REGULATIONS:

- Owner-occupied, one- and two-family or attached single-family structures used exclusively for dwelling purposes.
- Most townhomes that are classified as R3, R4 & R5; and
- Buildings made of noncombustible material, such as most warehouses.

Our office looks forward to the continued partnership with our businesses and business owners to keep the residents and visitors safe in the Township of Pennsauken. We will continue our mission of enforcement through education. Should you have any questions or concerns regarding a fire inspection or the recent code updates, please do not hesitate to contact our office.

Yours in Public Safety,

A handwritten signature in blue ink that reads "Steven Schwegel Jr".

Steven R. Schwegel, Jr.
Fire Marshal