



Commercial Zoning Checklist

Commercial Zoning Permit Fee - \$140

Before any building permits can be issued, an approved Zoning Permit is required from the Zoning Review Officer. The following information is required as part of the Zoning permit process. If any of the required information is missing from the application, it will not be accepted.

For:	Please Provide:	Yes	No
Change of Use Change of Tenancy Change of Ownership	1. Zoning Permit application indicating current use/tenancy and proposed use/tenancy 2. Floor plan of space showing square footage, walls, rooms, seating, etc. 3. Survey or site plan showing parking spaces and dumpsters 4. Zoning permit fee After receiving zoning approval, you <u>must</u> apply for a new tenant certificate or construction permit for any interior alterations		
Installation of Building-Mounted Retractable Awnings (w/ no posts or column supports) Max. 400-SF Size; No Signage; Located within setbacks	1. Zoning Permit application indicating current use/tenancy and proposed building-mounted retractable awnings with locations, sizes, details, etc. 2. Survey or site plan with location of the retractable awnings with sizes, setbacks, and details as it may relate to an establishment of outdoor seating on-site authorized by seasonal permits pursuant to § 170-92.1. a. Show any nearby parking spaces and protection/separation of the outdoor seating area that may be associated with the building-mounted retractable awnings. 3. BID approval letter 4. Zoning permit fee 5. Building permit required from the building department and electrical if it is motorized. Outdoor seating permit must be obtained from the Planning Department.		
Installation of Folding, Sliding, Roll-up Building Door Walls No Signage; Located within setbacks; 60% Glass Min.; Meet energy standards when closed	1. Zoning Permit application indicating current use/tenancy and proposed retractable building doors/windows to replace façade areas with locations, sizes, details, etc. 2. Floor plan and building elevations with location of door walls with sizes, and details, as it may relate to an establishment of outdoor seating on-site authorized by seasonal permits pursuant to § 170-92.1. 3. Survey or site plan showing any nearby parking spaces and protection/separation of the outdoor seating area that may be associated with the retractable building door walls. 4. BID approval letter 5. Zoning permit fee 6. Building permit required from the Building Department; electrical permit also required if it is motorized.		

Applicant Signature

Date

Received by

Date

Revised 4/12/24



Township of Livingston
Building Department

Commercial Zoning Application

After receiving zoning approval, you **must** apply for a **new tenant certificate** or construction permit for any interior alterations.

Building Address: _____ Block: _____ Lot: _____ Zone: _____

Current Use of Property: _____ Proposed Use of Property: _____

Type of Application:

- ☐ Change in Ownership ☐ Change in Tenant ☐ Installation of Building-Mounted Retractable Awning
☐ Installation of Retractable Building Door Walls

Property Owner Information:

Name: _____
Address: _____
City: _____
State, Zip Code: _____
Email: _____
Phone #: _____

Applicant Information:

Name: _____
Address: _____
City: _____
State, Zip Code: _____
Email: _____
Phone #: _____

Proposed Work: Must describe proposed work in detail. Include length, width, and height for all proposed improvements and building improvements (detailed description of proposed renovations other than general painting):

Description of New Business:

Proposed New Tenant Information:

Hours of Operation: _____

Days Open (check all that apply):

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Number of Employees: _____ Number of Occupants: _____ Square Footage being leased/sold: _____

Existing Parking: _____ Required Parking: _____

- Please include 1 copy of a sealed/engineered site plan with parking layout. If multiple tenants are using the parking lot, please list all tenants, the square footage of their spaces (net & gross floor area) and the use of their space (retail, medical, etc.)

Applicant Signature

Date

Revised 4/12/24