



Township of Woodbridge

John E. McCormac, Mayor

Department of Planning and Development

Bureau of Code Enforcement

One Main Street • Woodbridge, New Jersey 07095

Tel: (732) 602-6003 • Fax: (732) 726-2330



Woodbridge - Ten Towns, One Community

REQUIREMENTS FOR A CONTINUED CERTIFICATE OF OCCUPANCY

- Application For Certificate- UCC Form F270
- Application For Zoning Permit
- Current Property Survey
- Check For **\$450.00** made out to the Township of Woodbridge
- Separate Check For Zoning Permit- **Residential- \$25.00/ Commercial- \$100.00**

Be sure all applications are complete, including telephone number and return to:

**Township of Woodbridge
Code Enforcement Agency
1 Main Street
Woodbridge, New Jersey 07095**



APPLICATION FOR CERTIFICATE

Permit # _____
Date Issued _____
- or -
Control # _____
Certificate Application Received: _____
Certificate Issued: _____

IDENTIFICATION

Work Site Location _____ Block _____ Lot _____ Qualification Code _____

Owner in Fee _____ Contractor _____
Address _____ Address _____
Address _____ License No. _____ Tel. (____) _____
Tel. (____) _____ Federal Employee No. _____

ACTION

- ☐ CERTIFICATE OF OCCUPANCY
☐ CERTIFICATE OF CONTINUED OCCUPANCY
☐ LEAD HAZARD ABATEMENT CERTIFICATE OF CLEARANCE
☐ TEMPORARY CERTIFICATE OF OCCUPANCY

USE GROUP _____ Previous _____ Current _____

FINAL COST OF CONSTRUCTION: \$ _____

(Include value of any new structure, all on-site improvements, built-in furnishings and fixtures and all integral equipment exclusive of process or manufacturing equipment.)

Describe below any substantive deviation in dimension, lay out or appearance of the building or structure from the released plans and specifications filed with the construction permit application. Please note, a set of amended drawings may be required.

If you are requesting a Temporary Certificate of Occupancy, please explain why in the space below.

DESCRIPTION OF WORK/USE:

I hereby attest that to the best of my knowledge, the completed project meets the conditions of the construction permit and all prior approvals, and all work has been completed substantially in accordance with the code and with those portions of the plans and specifications controlled by the code, with any substantial deviations noted. Incomplete items listed on a Temporary Certificate of Occupancy will be completed by the date on the Certificate.

SIGNED: _____
OWNER/AGENT

☐ OWNER ☐ AGENT



Township of Woodbridge

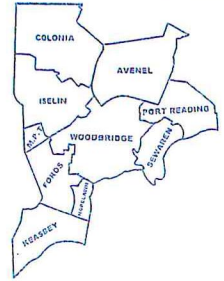
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OBTAINING A ZONING PERMIT

DEAR APPLICANT:

IN ORDER TO OBTAIN A ZONING PERMIT THE FOLLOWING STEPS MUST BE TAKEN:

1. OBTAIN A ZONING PERMIT APPLICATION AND FILL OUT THE FORM COMPLETELY.
2. ATTACH A PLOT PLAN OR SURVEY (DRAWN TO SCALE AND INCLUDE DIMENSIONS).
3. MAKE AN APPOINTMENT TO SEE KIMBERLY MIHALICS, ASSISTANT ZONING OFFICIAL, BY CONTACTING DEBBIE BAJEK, ZONING SECRETARY, AT 732-634-4500 x2815, AND BRING ALL COMPLETED PAPERWORK WITH PLOT PLAN/SURVEY.
4. THE FOLLOWING NON-REFUNDABLE APPLICATION FEES ARE TO BE PAID UPON SUBMITTING AN APPLICATION:
 - THERE SHALL BE A FLAT FEE OF \$100 TO BE PAID FOR BY THE APPLICANT FOR EACH ZONING PERMIT WITH THE FOLLOWING EXCEPTIONS:
 - FLAT FEE OF \$25 FOR A ZONING PERMIT OBTAINED FOR THE PURPOSE OF ADDITIONS AND/OR RENOVATIONS ON A SINGLE FAMILY PROPERTY.
 - FLAT FEE OF \$25 FOR A ZONING PERMIT OBTAINED FOR THE PURPOSE OF CONSTRUCTING AND/OR CHANGING A DRIVEWAY, FENCE OR SHED ON A SINGLE FAMILY PROPERTY.
 - THERE SHALL BE A FLAT FEE OF \$100 FOR A ZONING PERMIT IF THE ZONING PERMIT IS OBTAINED FOR A NON-RESIDENTIAL PROPERTY NOT EXCEEDING 7,500 SQUARE FEET.
 - THERE SHALL BE A FEE FOR A ZONING PERMIT IF THE ZONING PERMIT OBTAINED FOR A NON-RESIDENTIAL PROPERTY WHICH EXCEEDS 7,500 SQUARE FEET IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

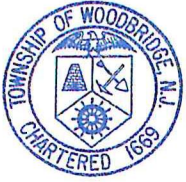
FEE	AREA (SQUARE FEET)
\$150	7,501 - 10,000
\$200	10,001 - 43,560
\$250	43,561 – 87,120
\$350	87,121 – 435,600
\$450	435,601 OR MORE

IF YOU HAVE ANY FURTHER QUESTIONS PLEASE DO NOT HESITATE TO CONTACT:

ZONING SECRETARY, DEBBIE BAJEK x2815

ZONING OFFICIAL, TONY TORTORELLO x6434

ASSISTANT ZONING OFFICIAL, KIMBERLY MIHALICS x6447



Township of Woodbridge

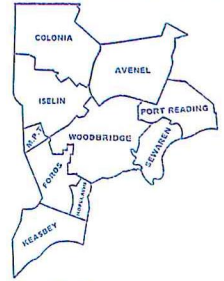
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APPLICATION FOR A ZONING PERMIT

OFFICE USE ONLY

DATE PAID _____ CHECK # _____ CASH _____ INITIALS _____

DATE SUBMITTED _____ PHONE # _____ EMAIL _____

1. APPLICANT / PROPERTY OWNER: _____

- ADDRESS IF DIFFERENT THAN WORK SITE:

2. WORK SITE ADDRESS _____

3. BLOCK _____ LOT(S) _____

4. SUPPLY CURRENT SURVEY AND INDICATE DIMENSIONS OF PROPOSED COSTRUCTION IF APPLICABLE.

5. CURRENT USE OF PRINCIPAL BUILDING AND ALL ACCESSORY STRUCTURES:

6. DESCRIBE IN DETAIL THE PROPOSED ACTIVITIES TO BE CONDUCTED OR THE PROPOSED CONSTRUCTION AT THE SUBJECT PROPERTY AND ANY ACTIVITES TO BE CONDUCTED IN ANY OF THE ACCESSORY STRUCTURES:

7. STATE WHETHER ANY OF THE ACTIVITIES DESCRIBED ABOVE ARE CONDUCTED AS A NONCONFORMING USE (IF SO, STATE FACTS SUPPORTING THIS CONTENTION): _____

8. HAS THE PREMISES BEEN THE SUBJECT OF ANY PRIOR APPLICATION TO THE ZONING/PLANNING BOARD:
YES _____ NO _____

9. HOME IMPROVEMENT CONTRACTOR NAME: _____

REG # _____ EXP DATE _____

10. ALL DEBRIS INVOLVED WITH CONSTRUCTION IS REQUIRED TO BE RECYCLED. PLEASE INDICATE WHAT IS THE BE RECYCLED WITH YOUR PROJECT: _____

- NAME/ADDRESS OF THE RECYCLING FACILITY: _____
- APPROXIMATE WEIGHT/MATERIAL TO BE RECYCLED: _____

ITEMS 11 THROUGH 15 ARE ONLY APPLICABLE TO NON-RESIDENTIAL APPLICATIONS

11. INDICATE WHETHER THE PROPOSED USE/CONSTRUCTION IS:

AN EXPANSION OF AN EXISTING BUSINESS/INDUSTRIAL/OFFICE USE IN WOODBRIDGE TWP: _____

A RELOCATION OF AN EXISTING BUSINESS/INDUSTRIAL/OFFICE USE IN WOODBRIDGE TWP: _____

A NEW BUSINESS/INDUSTRIAL USE LOCATION IN TOWN: _____

BUSINESS NAME: _____

DESCRIBE IN DETAIL TYPE OF BUSINESS: _____

12. NUMBER OF EMPLOYEES THIS EXPANSION WILL BRING TO THE BUSINESS/INDUSTRY LOCATING IN WOODBRIDGE TWP: _____

13. INDICATE THE SIZE OF THE STRUCTURE TO HOUSE THE BUSINESS: _____

14. NEW CONSTRUCTION OR TENANT FIT UP SPACE: _____

15. CONTACT PERSON:

NAME _____

ADDRESS _____

PHONE # _____

APPLICANT SIGNATURE

PROPERTY OWNER'S SIGNATURE

OFFICE USE ONLY

ZONE: _____

APPROVED FOR: _____

LAND USE ORD: _____ CHAPTER: _____ SECTION: _____