

Certificate of Continued Occupancy (CCO) Application Procedure

(REVISED 1/2018)

The following is a guideline to assist applicants with completing the CCO application for Zoning and Construction approvals. Zoning approval must be obtained before applying to the construction/building division for the CCO application.

ZONING

When completing the Zoning Permit Application the checkbox for "Certificate of Continued Occupancy" must be checked and the remainder of the form completed. In addition a detailed description of the proposed use must be provided with 3 copies of a dimensioned sketch of the proposed floor plan of the tenant space. When applying for a CCO for the sale of a building with no changes in occupancy/tenants a floor plan is not necessary.

A \$25 nonrefundable zoning application fee will be collected when the application is applied for. When paying by check it must be made payable to the "Borough of Somerville". Assuming your application is approved a zoning permit will be issued and 2 of the 3 copies of the floor plan will be returned with to you with the executed zoning permit. You will need to provide two copies of the issued zoning permit and floor plan when applying for the CCO through the construction/building division. Zoning approval only demonstrates that the use is lawful, occupancy is not permitted until a CCO is issued by the Construction Official.

CONSTRUCTION/BUILDING

The application packet consists of the following:

- o Permit Jacket (Form UCC F-100)
- o Building Subcode Technical Section
- o Electric Subcode Technical Section
- o Fire Subcode Technical Section
- o Plumbing Subcode Technical Section
- o Fire Prevention Bureau Application for Registration of Business

Section I on the cover of the jacket must be completed and the Owner in Fee must sign the inside cover. Owner in Fee is the property owner, not the tenant.

Section A of each of the Technical Subcodes (Building, Electric, Fire, and Plumbing) needs to be completed. On the Building Subcode Technical sheet the applicant must write "CCO" or "Certificate of Continued Occupancy" in Section D "Description of Work", and sign the Certification along with completing Section A. On the other three technical sheets the applicant can use the extra lines to write "CCO" or "Certificate of Continued Occupancy".

Inspections can be scheduled once the permit is issued. Upon successful completion of the inspections a CCO will be issued by the Construction Official, at this time it is permitted to occupy the tenant space assuming there are no other open permits.

FIRE PREVENTION BUREAU REQUIREMENTS

Complete the Fire Prevention Bureau Application for Registration of Business and return to the Fire Prevention Office in Borough Hall.

SIGNAGE

If you will be installing any signage there are additional approvals and/or permits required. The CCO allows the space to be occupied; it does not authorize any signage.

If your proposed business is in the Special Improvement District (SID) there are specific requirements and deadlines that must be met to receive an approval. Please discuss any signage with a Department representative early so that your needs can be accommodated.



BOROUGH OF SOMERVILLE

Fire Prevention Bureau

25 West End Ave.

Somerville, NJ 08876

908-725-2300x1968 (office) 908-704-3540 (fax)

PROPERTY/BUSINESS REGISTRATION APPLICATION

(please print or type all information)

.....
This area office use only

Local I.D. #: _____ State I.D. #: _____ Date Registered: _____
.....

Property/Business Name: _____

Street Address: _____

Fax #: _____ Phone #: _____

Email: _____

Block/Lot: _____ Do you...OWN or LEASE the property (circle one)

Building Owner's Name: _____

Federal I.D. # _____ Phone/Fax # _____

Street Address: _____

Business Owner's Name: _____

Federal I.D. # _____ Phone/Fax # _____

Street Address: _____

Business Type: Individual _____ Partnership _____ Corporation _____ Other _____

Manager/Agent: _____

Street Address: _____

Phone# _____ Fax # _____

Emergency Contact #1: _____ Phone # _____

Emergency Contact #2: _____ Phone # _____

Emergency Contact #3: _____ Phone # _____

Description of Use: _____

Construction Information:

Square Footage: _____

Occupancy Load: _____

I CERTIFY THAT ALL STATEMENTS MADE ABOVE ARE TRUE

Signature: _____

Print Name/Title: _____

Address: _____

Zoning Permit Application

Non-Refundable Application Fee \$25

Property Information

Property Address: _____ Block: _____ Lot: _____ Zone District: _____

Applicant's Information

Name: _____ Phone #: _____

Address: _____ E-mail: _____

City: _____ State: _____ Zip Code: _____

Owner's Information ☐ Check here if owner is the applicant, if not complete the section below:

Name: _____ Phone #: _____

Address: _____ E-mail: _____

City: _____ State: _____ Zip Code: _____

Current or Last use of Property

☐ Single Family ☐ Two Family ☐ Multi-family ☐ Townhouse/Condo
☐ Office ☐ Retail ☐ Vacant Land ☐ Other (describe): _____

Proposed Use of Property

☐ Single Family ☐ Two Family ☐ Multi-family ☐ Townhouse/Condo
☐ Office ☐ Retail ☐ Vacant Land ☐ Other (describe): _____

Type of Zoning Permit Requested

☐ Interior Modification ☐ Alteration ☐ Addition ☐ Fence ☐ Demolition ☐ Driveway
☐ In Ground Pool ☐ Above Ground Pool ☐ Hot Tub/Spa ☐ Deck ☐ Patio
☐ Sign ☐ Accessory Structure (shed, detached garage, gazebo, etc.)
☐ Certification of Non Conforming Use/Structure ☐ Certificate of Continued Occupancy (see note 1)
☐ Rooftop PV/Solar Panels (supplemental zoning application for solar is required)
☐ Temporary Storage Container
☐ Other _____

Detailed description of proposed work or use:

1. This application must be accompanied by three copies of an accurate survey (except when applying for a CCO, a floor plan of the tenant space is required for CCO applications) showing the proposed location of the work, drawn to scale.
2. Three copies of the proposed work plan, floor plan, sign, structure, pool, deck, shed, etc. as applicable must accompany the application for a zoning permit.
3. By signing this application you are certifying that the above stated information is accurate and the survey submitted with this application is a true representation of the property with the exception of any proposed work as part of this application.

Signature of Applicant

Date

For Office Use: ☐ Cash ☐ Check # _____ Date rec'd: _____

Borough of Somerville
Department of Community Development
25 West End Avenue Somerville, New Jersey 08876
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www.somervillenj.org