



TOWNSHIP OF HILLSBOROUGH

COUNTY OF SOMERSET
MUNICIPAL BUILDING
379 SOUTH BRANCH ROAD
HILLSBOROUGH, NEW JERSEY 08844



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CERTIFICATE OF CONTINUED OCCUPANCY FOR NON-RESIDENTIAL USE GROUPS

WHO: Building owners of non-residential occupancies.

WHAT: Are responsible to file a required C.C.O. application to the Building Department with Building, Electrical, Fire, and Plumbing Subcode forms and Construction Permit Application folder completed, any time there is a change in **occupancy**, not ownership, of the same Use Group, as defined in the current edition of the International Building Code, (i.e. a realty office is to move into space previously occupied by an attorney.) The building owner is responsible for this application, however the new tenant may sign each Subcode form, on part "C", as the agent of owner, but they must also include a letter from the building owner allowing them to make this application. A full "tenant fit-out" cannot be included as part of this application. **Before completing this application, please stop by the Zoning Department to see if they require a New Use Permit.**

WHY: To ensure the safety and welfare of not only the public, but also the tenant and any employees that may work there. By allowing licensed and trained Code Professionals the opportunity to perform these safety inspections, you as the building owner, are afforded an added level of protection on your investment. There may be Code violations present which you are unaware of. Sometimes this is the result of previous tenants

altering the space and performing their own work without permits and without your knowledge. C.C.O. inspections will help deter this.

WHERE: Building Department, Hillsborough Municipal Complex, 379 South Branch Road, Hillsborough, NJ 08844.

WHEN: Applications can be filed Monday through Friday, 8:00am – 4:30pm. A fee of \$200.00, plus the NJ State Permit Surcharge Fee, is collected after the permit is approved. Once the permit is paid for, you may schedule Final inspections, which will occur during these same hours.

HOW: Visit the Building Department and ask for a C.C.O. application, which includes Building, Electrical, Fire, and Plumbing Subcode forms and a Construction Permit Application folder. On each form, the "Work Site Location" sections must include the address of the tenant space and a Unit and/or Floor number as applicable. List the name of the building owner under the "Owner in Fee" sections. List the new business name under the "Contractor" sections. There is no New Jersey contracting license required for a C.C.O., but if the new tenant happens to be a licensed contractor, they may provide their license number if they so choose. Indicate the Present and Proposed Use Groups in part "B". The building owner is responsible for this application, however the new tenant may sign each form, on part "C", as the agent of owner, but they must also include a letter from the building owner allowing them to make this application. The "Description of Work" sections are to indicate "*Certificate of Continued Occupancy for new tenant*", and list the new business name. If there is to be any minor remodeling of the space, it may be included as part of this application, along with two complete sets of signed and sealed architect's plans. Additional fees will apply and the contractors must be licensed in New Jersey and listed under the contractor sections. A full "tenant fit-out" cannot be included as part of this application because a new Certificate of Occupancy would then be required for the space. The Estimated Cost sections are to indicate the tenant's costs to occupy the space. This

completed application may then be filed with the Building Department once a lease is signed, but will not prevent the new tenant from moving in.

After submitting your completed Construction permit Application with the Building Department, if the Zoning Department has required you to apply for a New Use Permit, you should do this now. Their prior approval will be needed to release your C.C.O. permit.

If you have any questions, please call the Building Department. Ask for extension 165 or 166 and one of our staff members will direct your call accordingly. Thank you for your cooperation!