

# CCO, COU and Tenant Fit Out Permit Checklist

## Follow these Steps for Success

### What type of permit are you applying for?

- Certificate of Continued Occupancy (CCO)**--Intention is to occupy space of the same use group without doing work. (See Handout)
- Change of Use (COU)**--Intention is to occupy space of a different use group. For example--a medical office to a convenience store. This may or may not include work. (See Handout)
- Tenant Fit Out**--Intention is to alter a tenant space. This may or may not include a Change of Use. (See Above)

### Prior Approvals (both departments are located in the Municipal Bldg.)

- See Zoning Department (908) 369-4313 x7180.
- See Health Department if your business is a food establishment (908) 369-4313 x7123.
- A letter from the property owner allowing you to complete the permit application.

### Prior Tenant Form (found in the handout) **must** be completed by the following Departments:

- Fire Safety--located in the Municipal Bldg. (908) 369-4313 x7178.
- MUA (Municipal Utility Authority) (908) 371-9660 located at 220 Triangle Road (Hrs 9am to 4pm).

### Hillsborough Business Association (HBA)

- Business Advocate--located in the Municipal Bldg. (908) 369-4313 x7106. **Join the HBA for free** by listing your business on the Business Finder Directory at [www.hillsboroughbusiness.org](http://www.hillsboroughbusiness.org)  
Please email him at [dkois@hillsborough-nj.org](mailto:dkois@hillsborough-nj.org) to find out the additional services available such as Ribbon Cutting and opportunities to promote your business.

**Please refer to the Handout** to ensure your permit application is complete at submittal. This will also avoid any delays in obtaining your permit. For a Tenant Fit Out ask for assistance.

**NOTE:** The Owner in Fee is the Owner of the Property **not** the tenant.

You will receive a telephone call when your permit is ready for pick up and the cost of the permit.

- **Payments are accepted between 8am and 4pm Monday through Friday and up to 6:30pm on Tuesdays.**

Work can start when you receive your permit. Follow the required inspection checklist. Make sure your permit, plans and approved inspection stickers are on site. **Call (908) 369-4313 x7204 to schedule inspections.**

**CCO permits**--inspections can be scheduled when the permit is picked up.

### **After all Final Inspections are Approved:**

- Submit the **MUA Use Permit**--See The Municipal Utility Authority again if the **Use Permit** was not given to you the first time you saw them with the Prior Tenant Form.
- See Health Department for **final approval** if you needed **prior** approval from Health.
- Complete the **Application for Certificate Form**--See the Bldg Dept.

**The Certificate will be issued within 10 business days after all requirements are met.**  
**Call Donna Daugherty at (908) 369-4313 x7204 with any questions.**