



# TOWNSHIP OF HILLSBOROUGH

COUNTY OF SOMERSET

Hillsborough Township Municipal Complex  
The Peter J. Biondi Building  
379 South Branch Road  
Hillsborough, NJ 08844



P: (908) 369-4313

**Building Department**  
John Fiedler – Construction Official Ext. 7211

F: (908) 369-3954

## Commercial CO Requirements 5/20/24

**Final Approvals**--Need to be submitted to our office before a CO can be issued.

- Zoning (just do a check in with Zoning)
- Engineering (required inspection confirms site plan matches the actual site)
- Fire Safety
  - Looking at fire lanes, knox box, number verification of the building.
- Health (if a prior approval was needed then a final approval is needed)
- MUA (Municipal Utility Authority)
  - Sewer Use Permit
- Somerset County Soils
- Non-Residential Developmental Fee--paid in full at the Building Department.
- Elevator (if applicable)--Need the Elevator Subcode Technical Section signed off from the state and any additional inspection sheets attached. (Please note--submitting a picture/copy of an Elevator final approval sticker does not meet the requirements for a CO)
- Administration--Massage/Spa facility needs to register with the Township Clerk for a Massage License

**Certificate of Occupancy (CO)**--In order for a CO to be issued--

- All Certificate Requirements in the N.J.A.C. 5:23-2:23 must be met.
- A final inspection needs to be scheduled and approved by each Subcode.
- All B & E Use Groups need to submit an Air Balance Report--See UCC 5:23-2.23 (i)7.
- All outstanding paperwork needs to be submitted and picked up such as updates, test reports, 3rd party test reports, air balance etc. and all fees paid.
- All violations must be corrected and assessed penalties paid.
- All prior approvals need final approvals. (see all depts listed above)
- It is the responsibility of the owner/agent to submit all Prior Final approvals to the Building Department.
- After all final inspections have been approved, an Application for Certificate needs to be requested by the owner/agent, completed and submitted to the Building Department before a CO can be issued.

**Please Keep in Mind----**

- We have a minimum of 3 business days to a maximum of 10 business days to issue a CO.
- CO's will not be issued after 12 noon on Fridays.
- A CO may be denied if there are any outstanding penalties or fees due at the Building Dept and/or any prior approval depts.

Requesting a TCO is considered on an individual basis by each of the Subcodes.

**A Building Cannot be occupied until a Certificate is issued!**

**Please call Donna Daugherty at (908) 369-4313 x7204 with any questions.**

Thank you,  
The Hillsborough Building Department