



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

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 Finance 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 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.

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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

11/2020