



P: (908) 369-4313

## TOWNSHIP OF HILLSBOROUGH

COUNTY OF SOMERSET

Hillsborough Township Municipal Complex

The Peter J. Biondi Building

379 South Branch Road

Hillsborough, NJ 08844



F: (908) 369-3954

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

## CHANGE OF USE

**WHO:** All building owners or tenants of a part of any structure.

**WHAT:** You are responsible to file a C.O.U. application to the Building Department with the following completed documents any time there is a change in the use. That is, a change in the Use Group as defined in the current edition of the International Building Code, (i.e. a food type business is to move into a space previously occupied by an attorney.) A Building, Electrical, Fire, Plumbing Subcode form, a Construction Permit Application folder and signed and sealed plans. 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. **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 following this procedure, you as the owner of the structure and of a business will benefit from the licensed and trained Code Professionals. We are given the opportunity to perform the necessary plan review to verify the design of the space meets the necessary code requirements for the new use. This will include a review of such items as the HVAC systems, fire protection systems, and structural safety to mention just a few items. This is done to insure the safety of all persons that will use this space.

**WHERE:** Building Department, Hillsborough Municipal Complex, 379 South Branch Road, Hillsborough, NJ 08844. Call 908-369-4313. Website: [www.hillsborough-nj.org](http://www.hillsborough-nj.org)

**WHEN:** Applications can be filed Monday through Friday, 8:00am – 4:30pm. Fees are collected, including the NJ State Permit Surcharge Fee, after the permit is approved. Once the permit is paid for, you may schedule the necessary inspections, which will occur during these same hours.

**HOW:** Visit the Building Department and ask for a C.O.U. 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.O.U., but if the new tenant happens to be a licensed contractor, they may provide their license number if they so choose. Indicate the Present (Old) and Proposed (New) 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 “*Change of Use*”, and list the new business name. If there is to be any remodeling of the space, it may be included as part of this application. The subcode forms will need to reflect this work as well as the Change of Use. Once completed submit all these forms along with two complete sets of signed and sealed architect’s plans. Additional fees may apply for the added work and the contractors must be licensed in New Jersey and listed under the contractor sections. The Estimated Cost sections are to indicate the tenant’s costs to occupy the space.

The plans that are necessary must be signed and sealed by a NJ licensed design professional. These documents must identify the information as required by the Uniform Construction Code (UCC) section 6.31 of the Rehab Subcode. This specific section lists out 15 different areas, 6.31(a), (b), (c), (d), etc., that need to be addressed. The plans must clearly identify the code requirements based on these sections even if the existing space is already compliant. If the space is not compliant then the plans will need to address this matter and indicate how compliance will be met. This type of work will be considered a “tenant fit up”. The construction application forms will need to reflect this type of work and the cost associated with it. 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.O.U. 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!*