



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 TCO Requirements 5/17/24

Final Approvals--Need to be submitted to our office before a TCO 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

Temporary Certificate of Occupancy (TCO)

In order for a TCO 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.
- No life safety issues can exist--this is determined by each Subcode during inspection. Life safety issues include, but not limited to, working fire alarms, sprinkler systems, fire extinguishers, working toilets, hot water, heat and A/C, exit egress.
- All outstanding paperwork and fees need to be resolved including any updates, test reports, 3rd party test reports, etc.
- All prior approvals need final approvals. (see all depts. listed above)
- It is the responsibility of the owner/agent to submit all Prior Approvals Final/TCO approvals to the Building Department.
- All violations must be corrected and assessed penalties paid.
- The first TCO is issued at no cost.

- Each time a TCO is renewed there is a \$30 fee--can be paid by check, credit card or cash in the exact amount.
- After all TCO inspections have been approved, an Application for Temporary Certificate of Occupancy needs to be requested, completed and submitted to the Building Department by the owner/agent before a TCO can be issued.
- All B & E Use Groups need to submit an Air Balance Report--See UCC 5:23-2.23 (i)7

Renewing a TCO

- Each time a request is made to renew a TCO, the owner/agent needs to go back to all the departments that gave a TCO and get updated documentation of TCO or CO from each of those departments and submit it to the Building Department.
- Schedule a TCO inspection for Building, Fire, Electric and Plumbing. Each time a TCO is requested to be renewed, the Building, Fire, Electric and Plumbing inspectors will need to re-inspect prior to renewing the TCO. Renewing a TCO is determined by the Subcodes.

Please Keep in Mind----

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

---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 Township Building Department