



Township of Hillsborough

COUNTY OF SOMERSET
THE PETER J. BIONDI BUILDING
379 SOUTH BRANCH ROAD
HILLSBOROUGH, NJ 08844
(908) 369-4313
www.hillsborough-nj.org
BUILDING DEPARTMENT

CCO PERMIT APPLICATION STEPS

–Means intent to occupy space in the same use group as prior tenant without alterations–

STEP ONE:

Read through the CCO Handout for instructions on what is required for a complete CCO Application

STEP TWO: Prior Approvals Required

- Zoning Department (909) 369-4313 x7180
- Health Department, x7123, for food establishment, child care center, kennel, tanning & body art facilities
- Clerk's Office, x7108 for any business that performs any sort of massage
- Property Owner - a letter from owner allowing you to complete the permit application process

STEP THREE: Prior Tenant Form

- Bureau of Fire Safety, x7178
- (MUA) Municipal Utility Authority (908) 371-9660 located at 220 Triangle Road

STEP FOUR: Refer to your handout to ensure your application is complete. For questions, contact Donna Daugherty at dbaugherty@hillsborough-nj.org or x7204

STEP FIVE: Track your Permit Application from Submission to Issuance of Certificate

- Sign up for the SDL Portal on the Hillsborough Township Website
- You will receive an email when it is ready for pick-up
- Permit payment and pickup is Monday through Friday between 8am and 3:30pm

STEP SIX: Schedule all Final Inspections

WHEN ALL FINAL INSPECTIONS PASS:

- Submit the MUA Sewer Use Permit obtained from the Municipal Utility Authority
- Any Prior Approvals listed above need Final Approvals
- Complete the Application for Certificate obtained from the Building Dept or it is available on the website

Certificates are issued within 10 business days after all requirements are met

Contact Hillsborough Economic & Business Development Office (EBD)--Contact Zuzanna Karas x7106 or zkaras@hillsborough-nj.org for information on services such as Ribbon Cutting, opportunities to promote your business and participation in the Hillsborough Business Association.