



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

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Building Department

John Fiedler – Construction Official Ext. 7211

CERTIFICATE OF CONTINUED OCCUPANCY FOR NON-RESIDENTIAL USE GROUPS

Before completing this application, please contact the Hillsborough Zoning Department, Fire Safety, and Municipal Utilities Authority (M.U.A.) to discuss any requirements their Departments may have as outside "Prior Approvals."

If your new business is a retail food establishment, the Hillsborough Board of Health (food preparation) and M.U.A. (grease traps) will both be required "Prior Approvals" before issuing your CCO Permit from the Building Department.

WHO: Owners of non-residential properties.

WHAT: Are responsible to file a required C.C.O. application to the Building Department, any time there is a change in *occupancy*, not ownership, of the same Use Group, as defined in the current edition of the International Building Code, (i.e. a realty office is to move into space previously occupied by an attorney.)

Required forms and documents are:

- A Construction Permit Application folder.
- Building, Electrical, Fire, and Plumbing Subcode Technical Sections.

- A schematic or sketch plan of the proposed tenant space, showing all exits, bathrooms, intended layout with dimensions including total square footage, and Live Load and Construction Type of the building if known.
- “Determination of Prior Tenant” Form.

The property owner is responsible for this application, however the new tenant may sign each Subcode Technical Section form, on part “C”, as the agent of owner, but they must also include a letter from the property owner allowing them to make this application. Alterations, renovations, and “tenant fit-out” work should not be included as part of, or permitted with, this application.

WHY: To ensure the safety and welfare of not only the public, but also the tenant and any employees that may work there. By allowing licensed and trained Code Professionals the opportunity to perform these safety inspections, you as the building owner, are afforded an added level of protection on your investment. There may be Code violations present which you are unaware of. Sometimes this is the result of previous tenants altering the space and performing their own work without permits and without the owner’s knowledge. C.C.O. inspections will help deter this.

WHERE: Hillsborough Building Department, Hillsborough Municipal Complex, The Peter J. Biondi Building, 379 South Branch Road, Hillsborough, NJ 08844. Phone (908) 369-4313. Website: www.hillsborough-nj.org

WHEN: Applications can be filed Monday through Friday, 8:00am – 4:00pm. A fee of \$200.00, plus the NJ State Permit Surcharge Fee, is collected after the application is approved. Once the application is paid for and issued as a CCO permit, you may schedule Final inspections, which will occur during these same hours.

HOW: Visit the Building Department and ask for a C.C.O. permit application, which includes a Construction Permit Application folder, a Building, Electrical, Fire, and Plumbing Subcode Technical form. On each form, the “Work Site Location” sections must include the address of the tenant space including a Unit, Suite, and/or Floor number as applicable.

- List the name of the property 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.C.O. permit.)
- Indicate the Present and Proposed Use Groups in part “B” (our staff can assist you if needed.)
- The property owner is responsible for this application, however the new tenant may sign each Subcode Technical Section on part “C”, as the agent of owner, but they must also include a letter from the property owner allowing them to complete this application.
- The “Description of Work” sections are to indicate “*Certificate of Continued Occupancy for new tenant*”, and list the new business name.
- The Estimated Cost sections are to indicate the tenant’s costs to occupy the space.
- Include two copies of a schematic or sketch plan of the proposed tenant space, showing all exits, bathrooms, intended layout with dimensions, total square footage, and Live Load and Construction Type of the building if known. This does not need to be an Architect’s plan.
- Complete and include the “Determination of Prior Tenant” Form.

This completed application can be filed with the Building Department once a lease is signed. You may set up any heavy furniture or permanent fixtures such as reception desks, bookcases, or file cabinets so that we can check for exit blockage during inspections. If you intend to install storage racking, it should be filed as a separate permit application and installed only after the application is approved, paid for, and issued.

After submitting your completed C.C.O. Permit Application to the Building Department, if the Zoning Department, Board of Health, or M.U.A has required you to file for any approvals from their Departments, please make sure you do so. Our review process will be simultaneous, but their written approvals must be provided in order to release your C.C.O. permit.

When your C.C.O. permit is issued you must schedule required Final Inspections. Once all Final Inspections have been approved you must file an application for Certificate of Occupancy at the Building Department, and include copies of all required outside "Prior Approvals." For retail food establishments, provide a copy of your written approval from the Hillsborough Board of Health. If your retail food establishment includes a grease trap, you must also provide a copy of a report of cleaning and inspection from a certified grease recovery agency.

If you have any questions, please call the Building Department. Ask for extension 7164, 7165, 7166, or 7204 and one of our staff members will assist you. Thank you for your cooperation!