# Township of Hillsborough

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

## COMMERCIAL PERMIT APPLICATION GUIDE
## CCO/COU/TENANT FIT OUT 7/21/26

**STEP ONE**: Request a handout for the type of permit you are applying for:

- ***Certificate of Continued Occupancy (CCO)*** Occupy space in the same use group as prior tenant without alterations.
- ***Change of Use (COU)*** Occupy space in a different use group than prior tenant - ie., medical office to be a convenience store. This may or may not include alterations.
- ***Tenant Fit Out*** Intention is to alter a tenant space regardless of whether the use group changes. A Barrier Free Disproportionate Cost Analysis is required.

**STEP TWO**: Proof of Prior Approvals:

- Zoning Department x7180
- Health Department x7123 for food establishment, child care center, kennel, tanning and body art facility.
- Clerk's Office x7108 for business that performs any sort of massage.
- Property Owner - a letter from the owner allowing you to submit the permit application.

**STEP THREE**: Prior Tenant Form:

- ★ Complete the top portion and have bottom portion completed by Fire Safety and MUA
- ★ Bureau of Fire Safety, 908-271-5140 —- 48 East Mountain Road
- ★ Municipal Utility Authority (MUA), 908-371-9660 —- 302 Towne Centre Drive (While you are there, ask MUA the requirements for obtaining the Sewer Use Permit)

**STEP FOUR**: Refer to your handout to ensure your application is complete. **We cannot accept incomplete Permit applications.** Call Donna Daugherty with questions before submitting your application at ddaugherty@hillsboroughnj.gov or extension 7204. Submit in person or by mail to the Building Department, Monday through Friday between 8am and 3pm.

**PLEASE NOTE**: **Owner and Fee means Owner of the Property — NOT THE TENANT**

**STEP FIVE**: You can check the status of the application on the SDL Portal through the Township website. When the permit is ready, you will receive an email that will include the cost of the permit. **IF YOU DON'T SEE THE COST, THEN IT IS NOT READY FOR PICKUP.** Permits can be paid for and picked up Monday through Friday between 8am and 3pm. Acceptable forms of payment are exact change, check, credit card (can be given over the phone). Or you can pay online if you request a payment link.

**PERMIT ISSUED**: Work can start once you receive your permit. Follow the Required Inspection Checklist included with your permit paperwork. Make sure your permit, plans and approved inspection stickers are on site. CCO permit inspections can be scheduled after the permit is issued since there is no work being performed.

**SCHEDULING INSPECTIONS**: The State of New Jersey requires that all requests for inspections either be written or requested online. You can schedule an inspection online through the SDL Portal. Or you can print the form and drop it off in person or email it to the dedicated email on the form. The form is available on the Building Department Page by clicking on "**Construction Permit Inspection Request**" in the middle of the page.

**Note: You will receive an email confirmation regardless of how you scheduled your inspection.**

**AFTER ALL FINAL INSPECTIONS HAVE PASSED**:

- If you have not already submitted a Sewer Use Permit, contact MUA to obtain it. This form needs to be submitted to the Building Department before the Certificate is issued.
- If you have a prior approval from the Health Department, contact them for final approval. All prior approvals need final approvals.
- Contact Donna to complete an Application for Certificate. Certificates are issued within 10 business days after all requirements are met.

**USEFUL INFORMATION**:

Hillsborough Economic & Business Development Office (EBD) offers services such as Ribbon Cutting Opportunities to promote your business and participation in the Hillsborough Business Association (HBA). Email: hba@hillsboroughnj.gov for further information.

Hillsborough Building Department Homepage: www.hillsboroughnj.gov/departments/construction