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 6/17/26

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 the Building 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)

- ☐ Before a TCO inspection is scheduled, read all the requirements below to determine if you are ready for a TCO inspection.
- ☐ Without an inspection for each discipline, a TCO cannot be considered.
- ☐ It is the responsibility of the owner/applicant to schedule a TCO for each discipline.
- ☐ Keep in mind, even if one discipline fails a TCO inspection, then a TCO cannot be issued until that issue(s) is resolved. Then another TCO inspection would need to be scheduled for the failed discipline.

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/TCO inspection needs to be scheduled by the owner/applicant 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 needs to be submitted and picked up such as updates, test reports, 3rd party test reports, air balance etc. and all fees paid.**
- **All B & E Use Groups need to submit an Air Balance Report–See UCC 5:23-2.23 (i)7**
- **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.**

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