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

CCO PERMIT APPLICATION INSTRUCTIONS 7/9/26
Hillsborough Ordinance 2025-11
–Means intent to occupy space in the same use group as prior tenant without alterations or any kind of work–

STEP ONE:
Read the CCO Handout instructions. **We cannot accept incomplete Permit applications.**

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 the owner allowing you to complete the permit application process

STEP THREE: Prior Tenant Form
◯ Bureau of Fire Safety (908) 271-5140 located at 48 East Mountain Road
◯ (MUA) Municipal Utility Authority (908) 371-9660 located at 302 Towne Centre Dr.

STEP FOUR: Read the CCO handout to ensure your application is complete. For questions, contact Donna Daugherty at ddaugherty@hillsboroughnj.gov or x7204
IMPORTANT:
- ➔ **The Owner in Fee means the Property Owner (Landlord) Not the Tenant**
- ➔ **Complete all Email addresses**
- ➔ **Don't forget to include 2 copies of a sketch of the space with your application**

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 with the cost of the permit when it is ready for pick-up
◯ Permit payment and pickup is Monday through Friday between 8am and 3pm

STEP SIX: Schedule all Final Inspections at the Building Dept Counter, SDL Portal or Hillsborough Township Website (Building Dept Webpage) All inspections are done through written notification mandated by the State of NJ. Click on the link: Construction Permit Inspection Request Form

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)--for information on services such as Ribbon Cutting, opportunities to promote your business and participation in the Hillsborough Business Association. Email: hba@hillsboroughnj.gov