Township of Hillsborough

COUNTY OF SOMERSET
THE PETER J. BIONDI BUILDING
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BUILDING DEPARTMENT

CERTIFICATE OF CONTINUED OCCUPANCY INSTRUCTIONS

For Non-Residential Use Groups 6/23/26

Massage businesses need preclearance from Administration before they begin the process. All new businesses need approval from the Zoning Department. Contact the Health Department and MUA to identify any other approvals that may be required for a CCO.

Who: Owners of non-residential properties for which there is a change in occupancy of a business space, tenant space or change in ownership must file an Application for a Certificate of Continued Occupancy (CCO).

What: A CCO is applicable when the new Use Group is the same as the previous Use Group, as defined in the current edition of the International Building Code (ie., a realty office moves into space previously occupied by an attorney). A CCO only applies with no change in Use Group.

Where: Forms are available on the website Building Department Webpage

Why: The process is intended to ensure the safety and welfare of the public, tenants and staff. By allowing licensed and trained Code Professionals the opportunity to perform safety inspections, you, as the building owner, are afforded an added level of protection on your investment. The inspections may uncover unknown Code Violations which can occur as the result of a previous tenant altering the space without permits, and the property owner's knowledge. CCO inspections can help identify potentially dangerous situations.

When: Applications can be submitted in person at the Building Department Monday through Friday, between 8am and 3pm. The application fee is due after the permit has been approved. The application fee is $400 plus the NJ State Permit surcharge fee, payable to Hillsborough Township. Once the application is issued, you may schedule Final inspections.

How: Visit the Building Department and ask for a CCO Permit Application, which includes a Construction Permit Application Folder, Building, Electrical, Fire, Plumbing Subcode Technical forms and Determination of Prior Tenant form.

The following steps are to be completed when applying for a CCO:

⬜ Complete Determination of Prior Tenant

⬜ Prior Approvals

Submit prior approval from the Zoning Department, and if required, Health Department or MUA. Our review process will be simultaneous, but written approvals from other departments must be provided to the Building Department in order to issue your permit. If the tenant is a retail food establishment, you need Prior Approval from the Health Department (food preparation) and MUA (grease traps) to receive a Certificate of Continued Occupancy.

⬜ Complete Construction Permit Application Folder

Work Site Location - Fill in the address of the tenant space including a Unit, Suite, and/or Floor number as applicable, as well as email addresses

Owner in Fee - **means Name of the property owner, physical address and email (NOT THE TENANT)**

Principal contractor is property owner or, if authorized by property owner, the tenant

Architect/Engineer leave blank

Responsible Person - could be owner or tenant, identify the contact person

⬜ Complete Subcode Technical Sections - Building, Electrical, Plumbing, Fire

Information in the identification area should mirror the Construction Permit Application. The property owner is responsible for the application, but can designate the new tenant as agent to sign each Subcode Technical Section on part C provided they include a letter allowing them to complete the application.

NOTE: Alterations, renovations and tenant fit-out work should not be included as part of this application, a separate permit application is needed.

Contractor - List the new business name, physical address, email and phone number. There is no NJ contracting license required for a CCO application.

Use Group - Indicate the Present (Previous Tenant) and Proposed Use Group. **You can obtain this information from the previous CO or Occupancy Placard (hanging in the Unit). Check with the owner of the property for that information. It is the Applicant's responsibility to provide the Present and Proposed Use Group.**

Description of Work - Indicate in this section– CCO for a new tenant and list the new business name. Or for change in ownership, CCO for Change in Ownership for existing business and list the business name.

Supplemental Information - 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 doesn't need to be an Architect's plan.

⬜ Submit Determination of Prior Tenant, Construction Permit Application with Subcode Technical Sections to the Building Department **after a lease has been signed.**

The tenant may set up any heavy furniture or permanent fixtures such as reception desks, bookcases or file cabinets so inspections can determine if there is appropriate workspace and exit accessibility. If you plan to install storage racking, you must submit a separate permit application and wait for approval before work begins.

You will be notified by email when your Construction Permit Application is ready for pickup. That email will contain the cost. If you do not see a cost, then it is not ready for pickup but will be soon. Once you pay the permit fee, the permit will be issued. After the permit has been issued, you can schedule Final Inspections. When Final Inspections are passed, you will need to complete an Application for Certificate to obtain a CCO.

⬜ Application for Certificate

The Application for Certificate can be picked up from the Building Department, already populated with the information from the Construction Permit Application. Sign and submit with an original signature to the Building Department.

⬜ Final Prior Approvals Health Department and MUA, if needed

For retail food establishments, please provide a copy of your Final approval from the Hillsborough Health Department. 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. Submit the MUA Sewer Use Permit obtained from the Municipal Utility Authority.

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

IMPORTANT–Even though you are not doing any construction work in the space, you are still required to complete a CCO Permit Application. This includes completing a Building, Fire, Plumbing and Electrical Subcode Technical Sections along with a Construction Folder per Hillsborough Ordinance. Please follow the instructions on this handout in order to complete these technical cards correctly.

If you have any questions, please call the Building Dept. at 908-369-4313 x 7204.

Thank you,
The Building Department