



Township of Hillsborough

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

BUILDING DEPARTMENT

COMMERCIAL PERMIT APPLICATION GUIDE (CCO/COU AND TENANT FIT OUT)

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—medical office to 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, (908) 369-4313 x7180
- Health Department 7123, for food establishment, child care center, kennel, tanning and body art facilities
- Clerk's Office, ext 7108 for any business that performs any sort of massage.
- Property Owner - a letter from owner allowing you to complete the permit application

STEP THREE: Prior Tenant Form

- Complete the Top Portion and the bottom portion is completed by Fire Safety and MUA
- Bureau of Fire Safety (908) 271-5140, located 48 East Mountain Road
- Municipal Utility Authority (MUA) (908) 371-9660, located at 220 Triangle Road

STEP FOUR: Refer to your handout to ensure your application is complete. For questions, contact Donna Daugherty at ddaugherty@hillsborough-nj.org or ext 7204, before submitting an application. Once complete, submit in person or (by mail) to the Building Department Monday through Friday, between 8am and 3:00pm.

STEP FIVE: You can check the status of the application on the SDL Portal on the township website. You will receive an email, along with the cost of the permit, when it is ready for pick-up. Permit payment and pickup is Monday through Friday between 8am and 3:00pm. Exact change, check, credit card or money order are accessible forms of payment. You can call before 3pm and give a credit card number over the phone.

PERMIT ISSUED:

Work can start once you receive your permit. Follow the required inspection checklist. Make sure your permit, plans and approved inspection stickers are on site. CCO permit inspections can be scheduled when the permit is picked up.

SCHEDULING INSPECTIONS:

Written notification is now the only way to request an inspection by all Building Departments in NJ. Schedule inspections through the SDL Portal or go to the Hillsborough Township website—Building Department. In the Permit Tracking Box, click on "[Construction Permit Inspection Request](#)" form. Complete the form and submit to the dedicated email address or drop it off in person.

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AFTER ALL FINAL INSPECTIONS HAVE PASSED:

- If you have not already received a Sewer Use Permit, contact MUA.
- 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 after all Final Inspections have passed.
- 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. Contact Zuzanna Karas at zkaras@Hillsborough-NJ.org

Hillsborough Township Website – <https://www.hillsborough-nj.org>

Hillsborough Building Department Webpage – <https://www.hillsborough-nj.org/departments/construction>

REVISED 9/5/24