



Borough of Chatham

Office of the Clerk
54 Fairmount Avenue
Chatham, New Jersey 07928
973-635-0674 • ChathamBorough.org

Fee: \$100 1st application,
\$50 / subsequent applications.
Make checks payable to:
Borough of Chatham

Commercial Certificate of Continued Occupancy Application (CCO)

Address to be Certified: _____ Block: ____ Lot: ____ Zone: ____

Name of Applicant or Authorized Agent: _____

Phone: _____ Email: _____

Applicant's Address: _____

Name of Lot Owner: _____

Phone: _____ Email: _____

Lot Owner's Address: _____

Type of certification:

- Resale or Change in Tenancy Closing or Change of Occupancy date: _____
- Change in Use

What were the premises previously being used for? _____

What is the New / Proposed Use? _____

Previous Days & Hours of Operation: _____	Proposed Days / Hours of Operation: _____
-------------------------------------------	-------------------------------------------

Number of Proposed Employees: _____	Existing Parking Spaces On-Site: _____
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Gross Floor Area to be Occupied: _____	Solid Waste Facilities available On-Site? Y / N - Describe: _____
----------------------------------------	----------------------------------------------------------------------

Will there be any storage or handling of Chemicals or Hazardous Substances? Y / N –
Describe: _____

Please be advised of the following as our CCO process has changed recently:

- **It is the responsibility of the current property owner to provide all supporting documentation. The Borough will not make any requests on your behalf.**
- It is the responsibility of the current property owner to provide proof of no outstanding utility balance and no open permits. Documentation must be dated within one month.

By signing below, I acknowledge the above advisory, attest that I am the current property owner or an authorized agent thereof, and declare that the statements made by me in this application are true.

Signature of Applicant

Date of submission

Zoning Officer Approval

Date of approval



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Return completed inspection checklist with your application. Keep final "Tips" page for your information.

Continuing Certificate of Occupancy Inspection Checklist

Address to be certified: _____ Block: _____ Lot: _____

Contact Name: _____ Phone: _____

For Borough use only

Utilities paid in full? Yes No Cheri Morris, Borough Utilities Clerk _____

Item	Pass	Fail	Comments
Street Number			
Smoke Detectors			Certificate required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Carbon Monoxide			
Furnace and Flues			
Hot Water Heater			
Electric Panel			
Garage Door Opener			
Temporary Wiring			
Cover Plates			
Sump Pump			
Handrails			
Sidewalk			
Fire Extinguisher			
General Safety			
Other			

Property inspected by: _____ Date: _____



Incorporated 1897

Borough of Chatham

BOROUGH HALL
54 FAIRMOUNT AVENUE
CHATHAM, NEW JERSEY 07928

Tel: 973-635-0674 • ChathamBorough.org



FIRE SAFETY BUREAU FIRE INSPECTION REGISTRATION FORM

(PLEASE PRINT OR TYPE ALL INFORMATION)

Length _____ Width _____ Total Sq. Ft. _____

CURRENT BUSINESS NAME: _____

Street Address: _____

Phone#: _____

Do you... OWN / LEASE the property (circle one)

BUILDING OWNER'S NAME: _____

Federal I.D. No.: _____ Phone No.: _____

Address: _____

Email Address: _____

NEW BUSINESS OWNER'S NAME: _____

Federal I.D. No.: _____ Phone No.: _____

Address: _____

Email Address: _____

Business Type: Individual Partnership Corporation Other

EMERGENCY CONTACTS:

#1: _____ Phone#: _____

#2: _____ Phone#: _____

ALARM / SUPPRESSION SYSTEM INFORMATION:

Describe System: _____

Monitoring Co. Name: _____

Phone No.: _____

DESCRIPTION OF USE / OCCUPANCY OF THIS BUILDING / BUSINESS:

I CERTIFY THAT ALL STATEMENTS MADE ABOVE ARE TRUE:

Signature: _____

Date: _____

Print Name / Title: _____

Address: _____

Email Address: _____

Agent Name: _____

Agent Address: _____

Address: _____

Email Address: _____

OFFICE USE ONLY

Application Received by: _____

Scheduled Inspection Date & Time: _____

Date Received: ____ / ____ / ____

Fee Received \$ _____ Cash Check # _____

Local ID#: _____ **State ID#:** _____ **Date Registered:** ____ / ____ / ____

TIPS TO HELP PREPARE FOR THE PROPERTY INSPECTION

- Utilities must be paid up and to date.
- All construction permits must be closed.
- House / street address numbers are required for the “911” system. The numbers must be a minimum of 3 inches high, contrast with their background, and be visible from the street.
- If the property is connected to a central station police or fire alarm system, a certificate will be required from the service provider.
- All Smoke detectors are required to be a 10-year sealed battery and should be in the following locations:
 - On each level on the ceiling at the base of the stairs, not more than ten (10) feet from each bedroom. If it must be mounted on the wall it should be no more than four (4) feet from the ceiling. No smoke detector is required in the attic unless it is finished and climate controlled.
- Carbon Monoxide detectors are required within ten (10) feet of each bedroom. They should be mounted low to the floor. In most Chatham houses, one unit in the bedroom hall will be sufficient.
- The inspector will check your furnace for functioning gauges, solid chimney connections, leaks, and other obvious hazards.
- Your hot water heater is required to have a metal blow-off pipe connected to the safety valve so that escaping steam will be directed to the floor, unless you have a boiler that recirculates the hot water.
- Electrical panels are required to have doors and must be easily accessible.
- Garage door openers must have dedicated receptacles nearby for direct plug-in. Extension cords are not permitted.
- Extension cords for other than the simplest of items, drop lights, radios, computers, etc. are not permitted. An extension cord to run a space heater or air conditioner is not permitted.
- All outlet receptacles, light switches, dimmers, etc. must have plates.
- Sump pumps may not discharge into the sanitary sewer system.
- Sump pump pits must have sturdy covers over the pit.
- Handrails are required on any stairway with more than four risers. The handrail height must not be less than 34 inches nor more than 38 inches, when measured vertically from the nose of the tread.
- Sidewalks should be free of any obstacles and in good condition.
- A fire extinguisher should be readily available in the kitchen. (ABC type no larger than a 10-pound rated extinguisher)
- The inspector will check for general safety about such things as sturdiness of railings, condition of decks, loose doors or shutters, sagging gutters, decayed porches and steps, etc.