

Borough of Freehold

Code Enforcement Office

30 Mechanic Street

Freehold, NJ 07728

732-462-4903

APPLICATION FOR COMMERCIAL CERTIFICATE OF CONTINUED OCCUPANCY

Date: _____ Inspection for: () change in tenancy () sale of building

- 1) Address to be inspected: _____
- 2) Name of Applicant(tenant): _____
- 3) Business Name: _____
- 4) Mailing Address: _____
- 5) Applicant(Tenant)Phone Number: _____ Email Address: _____
- 6) Property Owner Name: _____
- 7) Property Owner Address: _____
- 8) Property Owner Phone Number: _____ Email: _____
- 9) Existing Use of Space: _____
- 10) Proposed Use of Space: _____
- 11) Total Square Footage of Space to be Inspected: _____
- 12) Name, address and phone number of person whom is responsible for the inspection: _____

Note: A completed zoning application or zoning approval must be submitted with the Commercial CCO Application. CCO inspections will not be scheduled until zoning approval is obtained. By signing below, you are authorized by the property owner to submit this application.

Signature of Applicant

Inspection Fees: Commercial Space less than 500 sq. ft. - \$75, 501-999 sq. ft. - \$150, 1000-1499 sq. ft.- \$200, 1500 sq. ft. and above- \$250. NO CHARGE FOR FIRST RE-INSPECTION, \$150 FOR ALL SUBSEQUENT RE-INSPECTIONS. Expedited inspection (3 days or less) pending availability \$100 in addition to normal fee. Please make checks payable to Freehold Borough. Cash, Checks and Money orders only.

-----OFFICE USE ONLY-----

Date Application Filed: _____ Application #: _____

Payment Received _____ By: _____

Inspection Date: _____ Inspector: _____ Pass: _____ Fail: _____ Conditional: _____

Re-Inspection Date: _____ Inspector: _____ Pass: _____ Fail: _____ Conditional: _____

Re-Inspection Date: _____ Inspector: _____ Pass: _____ Fail: _____ Conditional: _____

COMMERCIAL PROPERTY CCO CHECKLIST - RENTAL/SALES

INTERIOR:

1. All window/door glazing must be intact (no cracks or broken glass).
- 2.* Hot and cold running water is required.
- 3.* A bathroom is required to have a window which opens or mechanical ventilation.
- 4.* All bathroom fixtures shall be clean and operational.
- 5.* Adequate heating for all rooms is required.
- 6.* Electrical wiring shall not be bare or exposed in any manner, and outlets require covers.
- 7.* Electrical junction boxes shall be covered.
- 8.* GFI outlets are required in bathrooms when an outlet is provided.
- 9.* Handrails/Guardrails: Every flight of stairs which has three or more risers, interior/exterior, shall have handrails which shall be located as required by building codes and every open portion of a stair, porch, landing and balcony which is more than thirty (30) inches above the floor or grade below shall have guardrails. Every guardrail and handrail shall be firmly fastened and capable of bearing normally imposed loads and shall be maintained in good condition.

Maximum measurement between spindles or balusters is four (4) inches, meaning stairway guardrails are required on both sides, or solid wall or no opening larger than four (4) inches to prevent falling through sides of stairway.

Stairway widths under 44 in. require one (1) handrail. Stairway widths over 44 in. require two (2) handrails (one each side).

A Building Permit is required for replacement, repair, and new installation of guard or handrails. Due to new handrail design requirements, a building permit will insure requirements are fulfilled properly. All interior handrails shall be round stock, minimum 1 ¼ in., maximum 2 ¼ in. diameter.

EXTERIOR:

- 10.* Sidewalks/driveways/steps/parking areas shall be in good repair.
- 11.* Surrounding area shall be free of debris, weeds, and other plant growth.
12. All exterior surfaces shall be in good repair and maintained.

13. Basements/cellars/crawl spaces shall be reasonably free from excessive dampness.
14. * All canopies, marquees, signs, metal awnings, stairways, fire escapes, standpipes, exhaust ducts and similar overhang extensions shall be maintained in good repair, and be properly anchored so as to be kept in a safe and sound condition. They shall be protected from the elements and against decay and rust by the periodic application of a weather-coating material such as paint or other protective treatment.
15. Procurement of the Certificate of Occupancy shall be the owner's responsibility prior to allowing a prospective tenant to occupy tenant space.
16. Zoning approval, a completed CCO application and the proper inspection fee must be obtained, prior to scheduling an inspection. (CCO fees are listed at the bottom of the application)

Any starred (*) items failing inspection must be corrected and a \$50.00 re-inspection fee will be required.

In order to avoid a re-inspection fee for a "no show" and to facilitate inspections, it is suggested that you leave a key here, and/or leave the door open.

There is a minimum of seventy-two (72) hours' lead time needed for inspections, excluding Saturdays, Sundays, and Holidays.

Any questions, contact the Code Enforcement Office for further assistance at 732-462-4903.



Freehold Borough
Fire Prevention
30 Mechanic St.
Freehold, NJ 07728
Phone: 732-462-3626

LOCAL ID: _____
Mun Code: _____ 1315

Annual or New Business Registration

The Uniform Fire Code States:

The owner of all businesses, occupancies, buildings, structures or premises required to be inspected under Chapter 8.48.090 shall File Annually, to the Local Enforcing Agency, a certificate of Registration upon forms provided by the Fire Official. It shall be a VIOLATION of this ORDINANCE for any owner to fail to return such forms and fee to the Local Enforcing Agency and/or Fire Official within thirty (30) days of receipt.

Location Information

Business Name: _____ Block: _____ Lot: _____ Qualifie
Address _____
Unit _____ State/Local Registration #: _____
City: _____ State _____ Zip _____
Day _____ Night _____ Hours of _____

Tenant/Business Owner Information

Federal ID

Name: _____ Address _____
Unit: _____ City: _____ State _____ Zip _____
Phone: _____ Cell: _____ Email: _____

Property Owner

Federal ID

Name: _____ Address _____
Unit: _____ City: _____ State _____ Zip _____
Phone: _____ Cell: _____ Email: _____

Agent

Name _____ Address _____
Unit: _____ City: _____ State _____ Zip _____
Phone: _____ Cell: _____ Email: _____

Property Management

Name _____ Address _____
Unit _____ City: _____ State _____ Zip _____
Phon _____ Cell: _____ Email: _____

Other Mailing Address

Name: _____ Address _____
Unit: _____ City: _____ State _____ Zip _____
Phone: _____ Cell: _____ Email: _____

Mail Correspondances ☐ Location ☐ Owner ☐ Agent ☐ Manager ☐ Tenant ☐ Other
Mail Invoices To: ☐ Location ☐ Owner ☐ Agent ☐ Manager ☐ Tenant ☐ Other

Emergency Contacts

Name 1: _____ Phone _____
Name 2: _____ Phone _____
Name 3: _____ Phone _____

Alarms and Suppression System(s) (if present)

- | | | |
|-------------------------------------------------------|---------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Sprinkler System | <input type="checkbox"/> Cooking Protection | <input type="checkbox"/> Fire Extinguishers |
| <input type="checkbox"/> Smoke Detectors - Hard Wired | <input type="checkbox"/> Heat Detectors | <input type="checkbox"/> Manual Pull Alarm |
| <input type="checkbox"/> Smoke Detectors - Battery | <input type="checkbox"/> Carbon Monoxide | <input type="checkbox"/> Duct Detector |

Monitoring Company

Phone _____

Emergency _____

If key box is required per Boro ordinance 8.48.130, all keys/cards contained in there must be maintained up to date. Failure to keep keys/cards current could delay Fire Fighting efforts and cause forcible entry damage (if keybox is not required, disregard this paragraph). All keys/cards are current. Initial here: _____

Knox Box _____

Description of use/occupancy of this building/business:

Business Ownership Type ☐ Corporation ☐ Individual ☐ Partnership ☐ Condominium
☐ Cooperative ☐ Government ☐ LLC Corporation

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION, THAT THE INFORMATION GIVEN IS CORRECT, THAT I AM THE OWNER OR DULY AUTHORIZED TO ACT IN THE OWNER'S BEHALF, AND AS SUCH HEREBY AGREE TO COMPLY WITH THE APPLICABLE REQUIREMENTS OF THE INTERNATIONAL FIRE CODE, NEW JERSEY EDITION, AS WELL AS ANY SPECIFIC CONDITIONS IMPOSED BY THE FIRE OFFICIAL

Print Name _____

Signature _____

Title _____

Date _____