

STATEMENT OF OPERATIONS/DESCRIPTION OF USE FOR
CHANGE OF COMMERCIAL TENANT

APPLICANT'S NAME: _____

HOME ADDRESS/PRESENT LOCATION: _____

PHONE NUMBER: _____

NAME OF BUSINESS: _____

TYPE OF BUSINESS: _____

BLOCK NUMBER: _____ LOT NUMBER: _____

ADDRESS OF SITE: _____

NUMBER OF EMPLOYEES, INCLUDING MGMT.: _____

SIZE OF UNIT (square feet): _____

TYPE OF SERVICE PROVIDED: _____

DAYS/HOURS OF OPERATION: _____

STORAGE OF GOODS (type, amount, location): _____

OUTDOOR DISPLAY OF GOODS FOR SALE (type, amount, location): _____

COMPANY VEHICLES (type, amount, size, GVW, mark plan to show location on site):

NUMBER OF SEATS (RESTAURANT): _____

WILL BUSINESS SELL PRODUCT TO ULTIMATE CONSUMER/END USER?: _____

WILL BUSINESS INCLUDE RETAIL SALES?: _____

WILL BUSINESS COLLECT SALES TAX?: _____

PRIOR BUSINESS NAME or TYPE OF EXISTING BUSINESS AT SITE: _____

Name (Please Print)

Signature

Date

Note: Please include: (1) detailed proposed floor plan, (2) copy of site plan marked to show location of tenant space, (3) zoning permit application form, (4) fee, (5) this form

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CHANGE OF COMMERCIAL TENANT

ONCE YOU HAVE RECEIVED YOUR ZONING APPROVAL FOR YOUR CHANGE OF COMMERCIAL TENANT, DO YOU NEED A *CONSTRUCTION PERMIT*?

- 1) If your business is any of the following: Child care facility; Nail or Hair salon; Barber shop; Tattoo establishment. The answer is **YES**.
- 2) If you will be doing any of the following work: Removing or erecting partitions; Installing counters; Installing merchandise shelving; Installing new or replacement fuel-fired equipment; Performing plumbing work; Performing electrical work; Performing fire protection work. The answer is **YES**.
- 3) If your proposed tenancy is a different *Use* from the previous tenancy. The answer is **YES**.

If your business falls into category 1), you qualify for a *CCO Inspection* as long as no work is being performed. Obtain a Construction Permit application from the Building Department for a *CCO Inspection*. Further guidance will be provided by the Building Department staff.

If you will be performing any work described in category 2), obtain a *Construction Permit* from the Building Department for the type of work that will be performed. You will need plans drawn by a NJ Licensed Design Professional submitted with your permit application. Further guidance will be provided by Building Department staff.

If your tenancy meets condition 3), you must complete a Construction Permit application for a *Change of Use* even if you are performing no work. Plans drawn by a NJ Licensed Design Professional will be required with your completed application. Further guidance will be provided by Building Department staff.

Exemption from a Construction Permit: If you do not require a *CCO Inspection*, *Construction Permit* or a *Change of Use Permit* as outlined above, you do not need to visit the Building Department for your commercial change of tenant.

****Signage:** If you are re-facing an existing sign, a *Construction Permit* is not required. All other types of signage work will require a *Construction Permit*.