

**COLTS NECK TOWNSHIP
CONTINUED CERTIFICATE OF OCCUPANCY
APPLICATION**

DATE: _____

RESIDENTIAL RENTAL () COMMERCIAL RENTAL () SALE ()

ADDRESS TO BE INSPECTED _____

NAME OF APPLICANT _____ EMAIL _____ PHONE _____

BUSINESS NAME _____

PROPERTY OWNER _____ EMAIL _____ PHONE _____

EXISTING USE _____

PROPOSED USE _____

PERSON RESPONSIBLE FOR INSPECTION _____ PHONE _____

SIGNATURE _____

Application forms for certificates of continued occupancy may be obtained from the Construction Official. The property owner or tenant shall file a completed application for a certificate of continued occupancy. For commercial properties a description of operations on the owner's or tenant's letterhead must be submitted and shall include the days and hours of operation, number of employees, proposed number of shifts to be worked and the maximum number of employees per shift; for medical uses the number of exam rooms; for food establishments the number of seats/chairs; the size, types and frequency of delivery vehicles; a detail description of a "day in the life" of the business and a listing of all required licenses and certifications required. If distinct and separate activities occur, the description must include each activity.

ZONING APPROVAL MUST BE ATTACHED TO APPLICATION

HEALTH APPROVAL MUST BE ATTACHED TO APPLICATION

APPLICATION FEE \$100 RE-INSPECTION FEE \$25

PLEASE REFERENCE INTERNATIONAL PROPERTY MAINTENANCE CODE'S LATEST EDITION FOR GUIDELINES.

DATE RECIEVED _____

CHECK # _____