

CERTIFICATE OF CONTINUED OCCUPANCY INSTRUCTIONS (FOR RESIDENTIAL RENTAL UNITS AND COMMERCIAL SPACE)

The application for a Certificate of Continued Occupancy must be completed along with the \$100.00 fee made payable to the Township of Colts Neck. (All forms online on Colts Neck Website).

All applications are reviewed by zoning, health and construction departments. To speak with the zoning Officer, Tim Anfuso, 732-409-7135, cnplanners@coltsneck.org. To speak with the Health Officer, Tom Frank, 732-462-5470 ext 109, tfrank@coltsneck.org regarding any questions.

RESIDENTIAL SALES – NO CCO required. Smoke/Fire certification only.

RESIDENTIAL RENTALS- A CCO housing inspection is scheduled after the following requirements are met:

- CCO Application and Fee submitted (application online / \$100 fee)
- Zoning Approval – copy of lease required (see ordinance 2021-1).
- Health approval based on submission of both water test and septic system inspection (See ordinance #2019-16)
- Fire Extinguisher, Smoke and Carbon Monoxide Detector Certification from Fire Bureau (Application online / inspection fee -\$50, questions – contact the Fire Official, Matthew Young 732- 462-9961 myoung@coltsneck.org)
- Landlord Identity Registration (application online, questions – contact the Clerk, Trina Lindsey 732-462-5470 ext 121, tlindsey@coltsneck.org)

COMMERCIAL SALES AND RENTALS – For commercial properties, a written description of operations on your letterhead **must be attached to your application**. It 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; 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 licenses and certifications required. If distinct and separate activities occur, the description must include each activity. It should be noted that the Zoning Officer’s approval is limited to the information contained in the description of operations. If it is **NOT** in the description of operations, it is **NOT APPROVED**.

A CCO inspection to be scheduled after the following requirements are met:

- CCO Application, description of operations and Fee submitted (application online - \$100 fee)
- Zoning Approval (determines approved use)
- Health Approval based on submission of both water test and septic system inspection (see ordinance #2019-16)
- If you are doing any type of work to the interior or exterior, or changing the use of the space or building, a permit is required. You must obtain Construction Permits from the Building Department (The Building department phone number is 732-409-7134. Final inspections for Construction permit are done in lieu of CCO inspection.

- After obtaining your CCO and prior to opening your business, a Mercantile license must be applied for. (You can file online at www.coltsneck.org) and you must register with the Fire Official Matthew Young, 732-662-9961, myoung@coltsneck.org).