

**BOROUGH OF
EAST RUTHERFORD, Bergen County**

199 Paterson Avenue
East Rutherford, NJ 07073
Tel: (201) 933-5649
Fax (201) 933-6094



CONSTRUCTION OFFICE

**Commercial Application
For Certificate for Occupancy**

FEES: Initial Fee: \$120.00, Re-inspection Fee: \$50.00 per Bldg,
Multi Dwellings Greater Than 3 Units: Additional \$10.00 per unit

Building Type: Business
 Multi Dwelling- Number of Units _____

Property in which Application is made:

Street Address: _____ Block #: _____ Lot #: _____ Qual #: _____

Tax Office Address: _____

Previous/Existing Tenant and Use: _____

Present Owner Information:

Name: _____ Telephone: _____

Address: _____

New Information: Tenant Buyer

Name: _____ Use Group: _____ Number of Employees: _____

Name Business will be operating under: _____

Present Mailing Address: _____

Telephone: _____ Cell: _____ Emergency Contact Number: _____

Tenant Area: _____ (sq. ft.) Total Area of Building: _____ (sq. ft.)

Detailed description of purposed use: _____

Is retail planned? _____ Number of off street parking spaces for customers: _____

What outdoor storage or activities planned: _____

Description and Cost of Proposed Construction (including signs): _____

Number of off street parking spaces provided: _____ Number/ Type of trucks/trailers owned: _____

Number of off street truck spaces provided: _____ Number/Type of truck delivery anticipated: _____

Note: All applications are subject to East Rutherford Site Plan Approval Ordinance #96-02 Article IV. The application must be filled out completely by printing all the information on the lines provided. If an application is unreadable or information is omitted the application will be deemed incomplete and not acted upon until such information is provided. The application to be complete must have the inspection fee of \$120.00 paid at the time of submittal. Along with the application the owner should provide to the office a copy of the most recent survey for their files. All signs must be approved and permits issued by the Borough of East Rutherford. If property affects County road or drainage structure, County site plan approval may be necessary. If land disturbances greater than 5,000 sq. ft. expected, Soil Conservation district approval required.

Signature of Application:

Printed Name _____ Signature _____ Date _____

Owner's Authorization: I hereby authorize _____ to act as my agent in pertain to this application.

Owner's Printed Name _____ Owner's Signature _____ Date _____

The owner's authorization of this application is also consent to allow this office to inspect the subject property.*

Office Use Only
Date Received: _____ Amount: _____ Check#: _____ Receipt#: _____ By Whom? _____



CONSTRUCTION OFFICE

OFFICE USE ONLY

ZONING OFFICIAL

Approved for use as a _____

- Use permitted by Ordinance.
- Use permitted by variance approved on subject to any special conditions attached to the grant thereof.
- Valid nonconforming use as established by () finding of the zoning Board of Adjustment, or () by the undersigned zoning officer on the basis of evidence supplied by applicant as specified on the reverse hereof. Also specified on the reverse hereof is a detailed statement of all aspects of the nonconforming use.
- There is a nonconforming structure on the premises by reason of insufficient set-back, side yards, rear yard, Other (specify) _____

Signature Date

CONSTRUCTION OFFICIAL

Site Plan Ordinance 96-02

- Waiver from site plan: Ordinance 96-02 Article IV Section 18.E.
- Applicant must appear before East Rutherford Planning Board
- Site Plan to be preformed by Zoning Board

Signature Date

HMDC

Approved Conditional Approved Denied Date: _____

BUILDING DEPARTMENT

Open Permit: _____
>5000 sq. ft. Knox Box: _____
Sprinkler System: _____
Fire Alarm: _____

Police Card given: _____
Outstanding Violations: _____
Property Maintenance Violations: _____
Fire Prevention Violations: _____

INSPECTIONS

Inspection Date: _____ Pass Fail Inspection Date: _____ Pass Fail
Inspection Date: _____ Pass Fail Inspection Date: _____ Pass Fail

CERTIFICATE OF OCCUPANCY NUMBER ISSUED

CO# issued _____

| Use Group | Construction Classification | Maximum Live Load | Occupancy Load | Zoning District |
|-----------|-----------------------------|-------------------|----------------|-----------------|
| | | | | |

Description/ Conditions: _____