Englewood

Code Enforcement

P.O. Box 228 • Englewood, N.J. 07631 • www.cityofenglewood.org

Receipt No. _____ **Zoning** _____

Cash or Check # _____ **Construction Official**_____

Date Received _____ **CCO Inspector**_____

CCO No _____ **Fee** _$ 150.00_ **Use Group** _____

CERTIFICATE OF CONTINUED OCCUPANCY FOR THE LEASE OF A COMMERCIAL BUILDING

Owner-Name_____ Tel: _____

Owner-Email Address _____

Property Address _____

Block _____ Lot _____ Zoning District _____ Approved Seating _____
(*Office Use*) (*Office Use*)

Tenant-Name _____ Tel: _____

Tenant-Address _____

Tenant-Email Address_____

Description of New Use or Business _____

Is there a Fire Alarm Present _____ Approximate Sq. Footage _____

Description of Former Use or Business _____

Will there be any proposed construction work? If yes, give details _____
_____

Owner's Agent _____ Tel: _____

Email Address _____

Owner's Attorney _____ Tel: _____

Email Address _____

I hereby certify that I have read this application thoroughly and agree to conform to the provisions of Chapter 159 of the City Codes of the City of Englewood.

_____ _____
OWNER/AGENT/ATTORNEY SIGNATURE **PRINT NAME**

_____ _____
TENANT SIGNATURE **PRINT NAME**

APPLICATION MUST BE SUBMITTED AT LEASE (10) DAYS BEFORE CLOSING DATE

BEFORE APPLICATIONS ARE EXCEPTED - ALL OPEN PERMITS MUST HAVE FINAL INSPECTIONS

TO RECEIVE A CCO THE ITEMS LISTED BELOW MUST BE COMPLIANT WITH APPLICABLE STATE LAW AND LOCAL ORDINANCE

- **Fire Exit Lights**
- **Emergency Lights**
- **Fire Alarm Test Report if Installed**
- **Sprinkler Test Report if Installed**
- **Handrails for (4) or more Stairs**
- **No Holes in Windows, Ceilings, Floors or Walls**
- **Water Heater Blow off Pipe within 6" from floor**
- **Electric Service – No Open Space In Electric Box All Have to be Covered**
- **Furnace & Boiler Flue Pipe In Good Working Order (No Holes)**
- **No Missing Covers (Wall Sockets, etc.)**
- **No Bare Wires**
- **Numbers On Building Visible from the Street**

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE INSPECTOR JAHVIA GRIFFIN AT (201) 510-8201