



Building Department
47 Broad Street
Eatontown, NJ 07724
Phone: (732) 389-7615
Fax: (732) 935-1822

APPLICATION FOR CERTIFICATE OF OCCUPANCY

Please call for the fee

Block _____ Lot _____

Tenant or Applicant _____

Business Location _____

Business Owner's Name and Address: _____

E- Mail _____ Telephone # _____

Building Owner: Name and Address _____

E-Mail _____ Telephone # _____

Proposed Use _____

Area of Allotted Space in Square Feet _____ Office _____ Storage _____

Please include a floor plan including dimensions and use of each space/room pertaining to this application

Emergency Information *(Contact Police Headquarters at 732-542-0100 with any changes)*

Emergency contact and telephone # to be used during normal business hours

Name _____ Telephone # _____

Emergency contact and telephone # to be used after normal business hours

Name _____ Telephone # _____

Special Instructions _____

Alarm Information *(Contact Police Headquarters at 732-542-0100 with any changes)*

Alarm Company _____

Type of Alarm (Burglar, holdup, fire) _____ Telephone # _____

Date _____ Applicant's Signature _____



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The following is a checklist for the resale of a commercial building, rental or lease of building or space and transfer of title

Address _____ (to be checked off when work is complete)

1. Interior and exterior of building or space must be clean; Interior and exterior of building and/or trim should be painted if peeling or worn
2. Outside of building should be void of trash, debris, high grass and weeds; No debris accumulation of any kind
3. Office walls shall be painted and warehouse walls shall be clean and in good condition
4. Carpets are to be clean, free of ripped and worn areas and replaced if needed
5. All tile and flooring is to be clean and free from ripped and worn areas, and secured throughout
6. All windows inside and out should be properly maintained, free from cracks, breaks, properly glazed with proper locking devices and knobs or hand cranks
7. All plumbing shall be in working condition and properly maintained
8. All heating equipment shall be maintained and in good working condition
9. All electrical equipment shall be in accordance with the electrical code in place at the time of installation and the current fire prevention code
10. Any specialized equipment shall be maintained and be in accordance with the manufacturers installation instructions and the electrical code
11. All staircases shall be clean and handrails secure
12. All bathrooms shall be clean and exhaust fans in working order. Hot water shall be supplied to all bathrooms in accordance with the plumbing code
13. All emergency lights and exit lights shall in good working order with battery backup
14. All Fire Extinguishers shall have a current inspection tag and hung in accordance with the New Jersey Fire Prevention Code, NJAC 5:70
15. All Fire Sprinkler Systems, Engineer Fire Extinguishing Systems, Fire Alarm Systems (Smoke Detector System, Pull Stations, and Heat Detectors System) shall be tested in accordance with the New Jersey Fire prevention Code and NFPA 70. Please provide a certificate of inspection
16. The building shall be structurally sound and in accordance with the building code at the time of construction, addition or alteration
17. All work that requires a building permit in accordance with the Uniform Construction Code, the building owner or contractor shall have obtained a construction permit from the building department. All inspections must be completed and a Certificate of Approval or Certificate of Occupancy issued by the Building Department
18. All Structures on the property must comply with Zoning Codes.

This is a list of items the inspector(s) will be looking for during your inspection. It is to be used as a guide to help you pass the inspection. All violations are not listed. These items are the most commonly missed items. If you have any questions, please feel free to call the office for help.