



TOWNSHIP OF EDISON

Division of Construction Code Enforcement

Thomas Lankey, Mayor

Edison Municipal Complex
100 Municipal Boulevard
Edison, NJ 08817

(732) 248-7257: Main Phone
(732) 248-1606: Main Fax

COMMERCIAL CONTINUED CERTIFICATE OF OCCUPANCY APPLICATION

Per Ordinance No. 0.1867-2014 - Every change in occupancy or ownership requires a Certificate of Continued Occupancy to be issued by the Township of Edison, prior to the space being occupied.

****APPLICATION IS NOT FOR TENANT FIT OUT OR CHANGE OF USE****

SUBMISSION REQUIREMENTS:

- Site plan showing building location and parking (must be legible).
- Sealed Architectural Floor Plan, must include the following:
 1. Exits & Emergency exit lighting
 2. Offices & Corridors
 3. Bathroom (ADA or N/A)
 4. Occupant load
 5. Use group
- Copy of CCO or CO from existing tenant/owner.
- Fees: Two (2) separate checks, both payable to Township of Edison:
\$50.00 - Zoning Department / \$150.00 Building Department

<i>Office use only:</i>
Inspection Date: _____
CCO # _____

*****MUST BE FILLED OUT COMPLETELY, PLEASE PRINT CLEARLY AND LEGIBLY*****

APPLICATION DATE: _____

PROPERTY ADDRESS: _____ ZIPCODE: _____

SUITE OR UNIT #: _____ BLOCK: _____ LOT: _____

ZONE: _____ USE GROUP: _____ OCCUPANT LOAD: [] Less than 50 [] More than 50 [] More than 200

OWNER OR SELLER OF PROPERTY

NAME: _____

ADDRESS: _____

NO P.O. BOXES

CITY: _____ STATE: _____ ZIPCODE: _____

PHONE #: _____

NAME OF CURRENT OR PREVIOUS TENANT: _____

TYPE OF BUSINESS FOR CURRENT OR PREVIOUS TENANT: _____

TENANT OR BUYER CHECK ONE: <> NEW TENANT <> SALE OF BUILDING <> SALE OF BUSINESS

BUSINESS NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIPCODE: _____

CONTACT PERSON: _____ PHONE #: _____

