



# The City of New Brunswick

## Construction Division

Civic Square  
25 Kirkpatrick Street 2<sup>nd</sup> floor  
New Brunswick, NJ 08901  
732-745-5075

### Certificate of Continuing Occupancy

**\$200.00 FEE DUE TODAY**

PLEASE CHECK BELOW OR WRITE N/A IF NOT NEEDED.

**ZONING** \_\_\_\_\_  
**MERCHANT'S LICENSE** \_\_\_\_\_ *(NEEDED IF SELLING MERCHANDISE)*  
**FOOD ESTABLISHMENTS NEED DEPARTMENT OF HEALTH APPROVAL** \_\_\_\_\_

UPDATED  
August 11, 2020

**SQUARE FOOTAGE OF LEASE SPACE** \_\_\_\_\_

**Current use group of building** \_\_\_\_\_ **Block** \_\_\_\_\_ **Lot** \_\_\_\_\_

Address of the building: \_\_\_\_\_

Name of Your business: \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

**Phone Number of Applicant during business hours:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**PLEASE PRINT EMAIL** \_\_\_\_\_

Name of Owner of the Building: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Phone Number of Owner of the Building: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**A COPY of your ZONING APPROVAL** must be attached to this form. All information must be completely filled out or it will not be processed. This application does not authorize you to occupy or commence with any form of construction. Any proposed construction requires permits and approval from the **CONSTRUCTION DIVISION**. **A MERCHANT LICENSE is required if this business will be selling products to the public.**

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Applicant's Signature

**Approved to process by** \_\_\_\_\_

#### INSPECTORS' SIGN-OFFS:

BUILDING \_\_\_\_\_ NOT APPROVED \_\_\_\_\_  
PLUMBING \_\_\_\_\_ NOT APPROVED \_\_\_\_\_  
ELECTRICAL \_\_\_\_\_ NOT APPROVED \_\_\_\_\_  
FIRE \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

#### Office Use Only

FEE: \_\_\_\_\_

CCO #: \_\_\_\_\_

CK #: \_\_\_\_\_

DATE: \_\_\_\_\_

BY: \_\_\_\_\_