



BOROUGH OF PARK RIDGE

53 Park Avenue

Park Ridge, NJ 07656

Website: www.parkridgeboro.com

COMMERCIAL RESALE

Prior to the closing on the sale of a commercial property, two certificates are required by the Borough.

1. Smoke Detector, Carbon Monoxide Certification and fire Extinguisher Compliance:

This requires an inspection for smoke detectors, carbon monoxide alarms, and ABC rate fire extinguishers are installed and in operating condition. All open fire violations **MUST** be closed prior to scheduling a final inspection.

Certificate of Continued Occupancy (C.C.O)

A review of the borough's files will take place to determine if the seller has any open building permits or zoning violations and that the utilities, assessors and tax files are current and up to date. **Certificates will not be issued if taxes or utilities are delinquent or you have open building permits.***This MUST be taken care of prior to submitting for a CCO.**

2. Fees for Fire Certificate and CCO:

- a. Please see 2024 registration fee schedule listed on the business registration and permit application.
- b. The fee for the Zoning Resale Certificate is \$200 for less than 10,000 sq. ft. or \$250 for over 10,000 sq. ft. and is payable to **Borough of Park Ridge**

NOTE: BOTH FEES REQUIRE TWO SEPARATE CHECKS PAYABLE TO LISTED ABOVE

If you have further questions, please call:

Fire Prevention Questions:
Fire Official - John Hansen
201-573-1800 x 505
jhansen@parkridgeboro.com

Zoning Questions:
Zoning Officer - Tonya Janeiro
201-391-5673
tjaneiro@parkridgeboro.com

Once the application is received, you will receive a call to set up the fire prevention inspection.

After the inspection has been completed, both certificates will be issued together and e-mailed to you within five business days. Certificates are good for 180 days from date of issue.

6/6/2024



BOROUGH OF PARK RIDGE

53 Park Avenue
Park Ridge, NJ 07656

ZONING OFFICER
(201) - 391-5673
FAX: (201) 391-7130
Website: www.parkridgeboro.com

Application for Certificate of Continued Occupancy Zoning Resale of Commercial Dwelling

CCO FEE: \$200 for less than 10,000 sq. ft/\$250 for over 10,000 sq. ft

BLOCK: _____ LOT: _____ ZONE: _____ DATE: _____

Address of Subject Property: _____

Present Owner of Property: _____

Address of Property Owner: _____

E-Mail Address of Property Owner: _____

Telephone Number: Business _____ Cell _____

Name of New Owner: _____

Address of New Owner: _____

E-Mail Address of New Owner: _____

Telephone number of New Owner: Business _____ Cell _____

Proposed Closing Date: _____

PROPOSED TENANT / USE: The below zoning questions MUST be filled out in full.

Proposed Use: _____

Previous Use: _____

Name of Tenant/Company Name: _____

Present Mailing Address: _____

Proposed Use with Detailed Description: _____

Hours of Operation: _____

Days of Operation: _____

Square Footage Of Area: Office _____ Retail _____

Number of Employees: _____

Number of Off-Street Parking Spaces Provided: _____

Take-Out Food Service _____ Restaurant _____ # of seats _____

Outdoor Storage Activities Planned: _____

Number of Trucks/Trailers Owned: _____

Description of Trucks/Trailers: _____

Parking Location of Trucks/Trailers: _____

Description of Manufacturing Equipment/Process: _____

Chemical/Hazardous Materials Anticipated: _____

Air/Water Discharge Anticipated: _____

Application is hereby made for a Certificate of Continued Occupancy for the subject property indicated above:

Signature of New Owner: _____ Date: _____

FOR OFFICE USE ONLY

Fee: _____ Received by: _____ Date: _____ CCO#: _____

Health Department Review Required: YES NO

Signed: _____ Date: _____ Signed: _____ Date: _____

Zoning Officer

Fire Prevention Officer

*****PLEASE NOTE: A KNOX BOX KEY MUST BE PROVIDED TO THE FIRE PREVENTION**



BOROUGH OF PARK RIDGE

55 PARK AVENUE
PARK RIDGE, N.J. 07656

FIRE PREVENTION BUREAU
OFFICE OF THE FIRE OFFICIAL
TEL. (201) 391-5547

TO: _____

Park Ridge, New Jersey 07656

2025 BUSINESS REGISTRATION AND PERMIT APPLICATION

This letter is to inform you that the Fire Prevention Registration of your occupancy is due. Please fill out the enclosed form and return it with your remittance. Your fee is based on total square footage of all floors of each building/suite which comprises your occupancy. EACH individual/Building/Suite is to be registered separately, i.e., three buildings are three (3) separate registrations). The fee schedule is as follows:

2025 REGISTRATION FEE SCHEDULE

CLASS	SQUARE FOOTAGE	REGISTRATION FEE	LATE REGISTRATION PENALTY
A	Less than 1,000	\$65.00	\$50.00
B	1,000 – 2,000	\$90.00	\$75.00
C	2,001 – 5,000	\$140.00	\$100.00
D	5,001 – 10,000	\$275.00	\$200.00
E	10,001 – 20,000	\$450.00	\$500.00
F	20,001 – 50,000	\$650.00	\$1,000.00
G	50,001 – 100,000	\$850.00	\$1,000.00
H	100,001 – 200,000	\$1,400.00	\$1,500.00
I	Greater than 200,000	\$1,500.00	\$2,000.00

*A LATE REGISTRATION FIRE PENALTY will be assessed when forms are not returned or returned incomplete, or payment not enclosed or incorrect by January 31, 2025. The Late Registration Penalty is in addition to the registration fee.

*PLEASE INCLUDE A SEPARATE CHECK FOR THE LATE FEE.

STATE PERMIT FEE SCHEDULE

The Uniform Fire Code also requires that special permits be obtained prior to conducting any business activity involving the Handling, storage or use of hazardous substances, materials or devices; or which maintains, stores or handles hazardous materials. Permits are obtained from the Fire Official for any uses. The fee schedule is as follows:

TYPE 1	\$ 54.00	TYPE 2	\$ 214.00	TYPE 3	\$ 427.00	TYPE 4	\$ 641.00
--------	----------	--------	-----------	--------	-----------	--------	-----------

If you need further information regarding fees or permits, please call the Office of the Fire Official at (201) 391-5547.

Please complete the attached form and return it with your remittance to the Bureau at the above address.

IF THE ENTRANCE KEY IS CHANGED, WE WILL NEED A NEW KEY FOR THE SECURED KNOX BOX.

Thank you for your cooperation.


John Hansen-Fire Official

Attachments

**PARK RIDGE FIRE PREVENTION BUREAU
ANNUAL BUSINESS REGISTRATION AND PERMIT APPLICATION**

NOTE: Any forms not properly completed will be returned to the affiant and may incur the Late Payment Penalty if not resubmitted by the due date.

BUSINESS INFORMATION	FILL IN MISSING INFORMATION
Name:	
Address:	
Park Ridge, New Jersey 07656	
Tel. No:	()
Fax No.:	()
BUSINESS OWNER INFORMATION	
Owner Name:	
Home Address:	
Day Phone No.:	()
Night Phone No.:	()
Cell Phone No.:	()
Email Address:	()
LANDLORD INFORMATION	
Name:	
Address:	
Phone No.:	()
Emergency No.:	()
FIRE ALARM MONITORING COMPANY INFORMATION	
Name:	
Address:	
Phone No.:	
Emergency/24 Hour Phone No.	
Space/suite/building size:	

SQUARE FEET

REGISTRATION FEES SUBMITTED

Make checks payable to: Park Ridge Fire Prevention Bureau
 Mail forms to: Park Ridge Fire Prevention Bureau, 55 Park Avenue, Park Ridge, NJ 07656

TYPE OF PERMIT -

STATE PERMIT

TYPE 1	TYPE 2	TYPE 3	TYPE 4
--------	--------	--------	--------

If a special permit is required, please fill out the enclosed permit form and add the additional fee onto your registration fee. Permits will be issued prior to the use requiring permit.

CERTIFICATION

I certify that the above statements made by me are true. I am aware that if any of these statements made by me are willfully false, I am subject to punishment by law.

SIGNATURE OF AFFIANT	PRINTED NAME OF AFFIANT	DATE	TELEPHONE NO.