



# BOROUGH OF PARK RIDGE

55 Park Avenue  
Park Ridge, NJ 07656

ZONING OFFICER  
(201) 573-1800 x506  
FAX: (201) 391-7130  
Website: www.parkridgeboro.com

## APPLICATION FOR A CERTIFICATE OF CONTINUED OCCUPANCY

### Change of Tenancy – Commercial or Office Use

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ZONE: \_\_\_\_\_ DATE: \_\_\_\_\_

Address of subject property: \_\_\_\_\_

Telephone Number: Business \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

Name of New Tenant: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Previous Use: \_\_\_\_\_

Date of Lease / Occupancy \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agent / Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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

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### FOR OFFICE USE ONLY

CCO FEE: \$125

Check/Cash \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Date CCO Issued: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Officer

Fire Prevention Officer

**\*\*\*\*PLEASE NOTE: A KNOX BOX KEY MUST BE PROVIDED TO FIRE PREVENTION INSPECTOR.**

**Purpose of which application is made:**

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

1. Location of property: \_\_\_\_\_
2. Property owner's name: \_\_\_\_\_
3. Property owner's address: \_\_\_\_\_
4. Telephone number (business) \_\_\_\_\_ (residence) \_\_\_\_\_
5. Previous tenant/use: \_\_\_\_\_

**Proposed tenant/use:**

1. Name of tenant/company name: \_\_\_\_\_
2. Present mailing address: \_\_\_\_\_
3. Telephone number: \_\_\_\_\_
4. Detailed description of Proposed Use: \_\_\_\_\_
  - a. Type of business: \_\_\_\_\_
  - b. Hours of operation: \_\_\_\_\_
  - c. Days of operation: \_\_\_\_\_
  - d. Number of employees: \_\_\_\_\_
  - e. Number of off-street parking spaces provided: \_\_\_\_\_
  - f. Number of trucks/trailers owned: \_\_\_\_\_
  - g. Description of trucks/trailers: \_\_\_\_\_
  - h. Description of manufacturing equipment/process: \_\_\_\_\_
  - i. Chemical/hazardous materials anticipated: \_\_\_\_\_
  - j. Air/water discharge anticipated: \_\_\_\_\_
  - k. Outdoor storage activities planned: \_\_\_\_\_
  - l. Square footage of area: Office \_\_\_\_\_ Retail \_\_\_\_\_  
Take-out food service \_\_\_\_\_ Restaurant \_\_\_\_\_ # of seats \_\_\_\_\_
- Other \_\_\_\_\_