



BOROUGH OF PARK RIDGE^F

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

Resale of Commercial Property

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

Address of Subject Property: _____

Present Owner of Property: _____

Address of Property Owner: _____

Telephone Number: Business _____ Cell _____

Name of New Owner: _____

Address of New Owner: _____

Telephone number of New Owner: Business _____ Cell _____

Email: _____

Description of Use for Premise: _____

Proposed Closing Date: _____

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

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

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 _____