

Borough of Freehold

Code Enforcement Office

51 West Main Street

Freehold, NJ 07728

732-462-4903

APPLICATION FOR COMMERCIAL CERTIFICATE OF CONTINUED OCCUPANCY

Date: _____ Inspection for: () change in tenancy () sale of building

1) Address to be inspected: _____

2) Name of Applicant: _____

3) Business Name: _____

4) Mailing Address: _____

5) Applicant Phone Number: _____ Email Address: _____

6) Property Owner Name: _____

7) Property Owner Address: _____

8) Property Owner Phone Number: _____ Email: _____

9) Existing Use of Space: _____

10) Proposed Use of Space: _____

11) Total Square Footage of Space to be Inspected: _____

12) Name, address and phone number of person whom is responsible for the inspection: _____

Note: A completed zoning application or zoning approval must be submitted with the Commercial CCO Application. CCO inspections will not be scheduled until zoning approval is obtained. By signing below, you are authorized by the property owner to submit this application.

Signature of Applicant

Inspection Fees: Commercial Space less than 500 sq. ft. - \$75, 501-999 sq. ft. - \$150, 1000-1499 sq. ft.- \$200, 1500 sq. ft. and above- \$250. NO CHARGE FOR FIRST RE-INSPECTION, \$150 FOR ALL SUBSEQUENT RE-INSPECTIONS. Expedited inspection (3 days or less) pending availability \$100 in addition to normal fee. Please make checks payable to Freehold Borough. Cash, Checks and Money orders only.

-----OFFICE USE ONLY-----

Date Application Filed: _____ Application #: _____

Payment Received: _____ By: _____

Inspection Date: _____ Inspector: _____ Pass: _____ Fail: _____ Conditional: _____

Re-Inspection Date: _____ Inspector: _____ Pass: _____ Fail: _____ Conditional: _____

Re-Inspection Date: _____ Inspector: _____ Pass: _____ Fail: _____ Conditional: _____

COMMERCIAL CHECK LIST - RENTAL/SALES

INTERIOR

- 1) All window/door glazing must be intact (no cracks or broken glass).
- 2) Hot and cold water are required.
- 3) A bathroom is required with openable window or mechanical ventilation
- 4) All bathroom fixtures shall be clean and operational.
- 5) Adequate heating for all rooms is required.
- 6) Electrical wiring shall not be bare or exposed in any manner, and outlets will require covers.
- 7) Electrical junction boxes shall be covered.
- 8) GFI's in bathrooms and within 6' of any sink locations
In other than bathroom areas.
- 9) All canopies, marquees, signs, metal awnings, stairways, fire escapes, standpipes, exhaust ducts and similar overhang extensions shall be maintained in good repair and be properly anchored so as to be kept in a safe and sound condition. They shall be protected from the elements and against decay and rust by the periodic application of a weather-coating material such as paint or other protective treatment.
- 10) Handrails: Every flight of stairs which has four or more risers, interior/exterior, shall have handrails which shall be located as required by building codes, and every open portion of a stair, porch, landing and balcony which, is more than 30 inches above the floor or grade below shall have guardrails. Every guardrail and handrail shall be firmly fastened and capable of bearing normally imposed loads and shall be maintained in good condition. Maximum measurement between spindles or balusters is four (4) inches. Meaning, stairway guardrails are required on both sides, or solid wall or no opening larger than four (4) inches to prevent falling through sides of stairway.

Stairways width under 44" require one (1) handrail
Stairways width over 44" require two (2) handrails
and additional width to be qualified by Building
Permit.

A Building. Permit is required for replacement, repair and new installation of guard of handrails. Due to new handrail design requirements, a Building Permit will insure requirements are fulfilled properly. All interior handrails shall be round stock, minimum 1 1/4", maximum 2 1/4" diameter.

EXTERIOR

- 11) Sidewalls/driveways/steps/parking areas shall be in good repair.
- 12) Surrounding area shall be free of debris, weeds, and other plant growth.
- 13) All exterior surfaces shall be in good repair and maintained.
- 14) Basements/cellars/crawl spaces shall be reasonable free from excessive dampness.
- 15) Procurement of the Certificate of Occupancy shall be the owners responsibility

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