

**Township of Hillside
Building Department
Certificate of Continued Occupancy**

FEES FOR RESIDENTIAL USE: \$150.00 for the 1st dwelling and \$75.00 for each additional unit.

FEES FOR COMMERCIAL OR INDUSTRIAL: \$400/ CHANGE OF USE: \$300.00 / CHANGE OF TENANT (commercial/industrial): \$300.00

NEW BUILDING or ADDITION: In case of a new building or addition 12% of total construction fee; minimum \$300.00

Make checks payable to: Township of Hillside

It is the applicant's responsibility to contact this office for an inspection date at (973) 926-5100

Application is hereby made by: _____ (tenant, owner, other) for a Certificate of Continued Occupancy for the (dwelling, business, store) located at _____ for the following use: _____ Anticipated Date of Closing _____, 20____

RESIDENTIAL

____ One Family dwelling ____ Multiple Family dwelling ____ family unit(s)
____ Two Family Dwelling ____ Apartment for ____ family unit(s)

NON-RESIDENTIAL

____ New Owner ____ Change of Tenant Sq. Ft. of Property _____
____ Board and/or rooming house ____ Garage ____ Service Station ____ Institution(specify) _____

Type of Business: _____ Business Name: _____

Does the premises have a required fire suppression system of fire detector system? ____ Yes ____ No

In addition to the customary usual or normal use or occupancy noted above I/We propose to use these premises for the following:

No alterations, additions or other changes or change will be made in or to the above building, nor the use of occupancy changed from the requested without first notifying the Building Department of the Township of Hillside and making a new application for Certificate of Continued occupancy of such new use.

Signature: _____ Phone Number /Email Address: _____

Mailing Address: _____

Name(s) of Purchaser (s)/Tenant(s): _____

Mailing Address: _____

Phone Number/Email Address: _____

By signing this form, the applicant acknowledges that he/she has read and received a copy of : The Rules & Regulations for Obtaining a Certificate of Continued Occupancy in the Township of Hillside, DCA Division of Fire Safety memorandum, DPW Bulk Waste Rules and Regulations and the Solid Waste/recycling Collection Schedule.

NOTE: ANY CERTIFICATE OF CONTINUED OCCUPANCY GRANTED WILL BE SUBJECT TO FUTURE ORDINANCE WHICH ARE CURRENTLY BEING UPDATED AS OF THE ANNIVERSARY DATE OF THE CERTIFICATE OF OCCUPANCY.