

**COMMERCIAL CERTIFICATE OF OCCUPANCY
INFORMATIONAL**

16-3.11 NON-RESIDENTIAL UNITS OR BUILDINGS

- a. **Certificate of Occupancy-** Any person, corporation, partnership, agent, firm or other legal entity, on or after the effective date of this subsection, who sells, leases, rents, sublets any nonresidential building or structure, in whole or in part, or who changes the use thereof, shall be required to, prior to said action, obtain a Certificate of Occupancy or a Temporary Certificate of Occupancy from the Construction Official of the Township of Lakewood, or his designated representative.

The purpose of the inspection required is as follows:

1. To determine that the use and occupancy thereof in the conformance with Zoning regulations.
 2. To eliminate any fire or safety hazards that may exist in the premises.
 3. To determine that all means of ingress and egress are adequate per applicable building code requirements.
 4. To determine that the structural strength of the building in adequate for the proposed use and occupancy.
 5. To determine whether unauthorized work has taken place at the premises in violation of applicable fire, health, safety and building codes.
 6. To insure that the premises are safe for all use by the occupants and members of the public.
- **No occupancy can take place until the Certificate of Occupancy is issued. Any person or legal entity of this subsection shall be subject to imprisonment for a term not exceeding 90 days or a fine not exceeding five hundred (\$500.00) dollars or both.**
 - **Inspections are normally scheduled within one week (7 business days), not including weekends or holidays. Providing your application is complete, and you do not require a "Change of Use" or any construction permits. The week starts AFTER the application has been received. This time frame is subject to change, due to scheduling of office personnel(i.e. sick, seminars, vacation, etc)**
 - **Two Signatures are required on all applications – *Property Owner & Tenants***
 - **A current Well Certification is required and can be obtained by contacting the Ocean County Board of Health at (732) 341-9700. The well certificate is valid for up to 6 months only. Applications will be held up if a well certificate is not submitted.**
 - **Food Establishments – Inspection papers and reports must be obtained from Ocean County Board of Health Department.**
 - **If a proposed use of the building is a warehouse/office, please specify what each percentage is.**
 - **Please list the unit # and unit address on application.**

****PLEASE SKETCH A FLOOR PLAN WITH DIMENSIONS – IT DOES NOT HAVE TO BE SEALED OR TO SCALE****

TOWNSHIP OF LAKEWOOD DEPARTMENT OF INSPECTIONS
212 FOURTH STREET, LAKEWOOD NJ 08701
TEL. (732) 364-3760 FAX (732) 905-8112

*APPLICATION FOR CERTIFICATE OF OCCUPANCY
EXISTING NON-RESIDENTIAL BUILDING*

PLEASE PRINT LEGIBLY

FEE: \$125.00
RE-INSP FEE: \$50.00

Date: _____ CCO Sticker # _____ Received By: _____

Address to be inspected: _____ Unit#: _____

Block: _____ Lot: _____ Zone: _____ Use Group: _____

Name of Proposed Business: _____

Brief description of Proposed Use: _____

Mailing Address of Occupant: _____

Occupant's Business Phone #:() _____ Cell #() _____

Previous Tenant's Business Name: _____

Brief Description of Previous Use: _____

Name of Building Owner: _____

Address of Building Owner: _____

Owner's Business Phone #:() _____ Home:() _____

Water: Well City Water Name of Water Supplier: _____

Current Well Certificate is required -Is it valid up to 6 months? Yes No

~ Food Establishments must have prior approval from Ocean County Board of Health ~

Will there be any alterations or modifications to the premise that will require a permit?

If so, has a permit been taken out? Yes No Permit/Control # _____

Has a Certificate of Occupancy/Certificate of Approval been issued: Yes No

Property Owner's Signature

Print - Property Owner's Name

Business Owner's Signature

Print - Business Owner's Name

For Office Use Only

Permit Information Verified by: _____ (please initial)

Use is Conforming Use is non-conforming

Signature of Zoning Officer: _____

Francine Siegel, Zoning Officer

Approved: _____

Denied: _____

Date Inspector

Date Inspector

PUBLIC NOTICE
NON-RESIDENTIAL DEVELOPMENT FEE ACT:

Reinstitution of the
Statewide Non-Residential Development Fee Effective July 1, 2010

On July 27, 2009, the New Jersey Economic Stimulus Act of 2009 became law, which in part imposed a moratorium on the imposition of the Statewide Non-Residential Development Fee Act. This suspension was limited to projects which received preliminary or final site plan approval prior to July 1, 2010, provided that building permits are issued before January 1, 2013.

As of July 1, 2010, the suspension of the Non-Residential Development Fee Act has expired and municipalities are again required to impose 2.5 percent non-residential development fees pursuant to the Statewide Non-Residential Development Fee Act on developments seeking approval subsequent to July 1.

The NRDF Certification/Exemption Form (Form N-RDF rev/ 6-28-10) has been updated to include an exemption for developments which received appropriate site plan approval prior to July 1, 2010. All previous exemptions or exclusions under the Non-Residential Development Fee Act remain.

All developers involved in the construction of non-residential development must complete Form N-RDF prior to applying for a construction permit or requesting a Certificate of Occupancy. ~~A Certificate of Occupancy will not be issued without proof of payment of a non-residential development fee or proof of an exemption.~~

Any questions concerning the Non-Residential Development Fee should be directed to the Department of Community Affairs, Division of Housing and Community Resources at 609-984-7810. Any questions concerning municipal development fee ordinances should be directed to the Council on Affordable Housing at 609-292-3000.

Terms Defined:

"Non-profit educational purposes," means property which is tax exempt pursuant to N.J.S.A. 54:4-3.6

An exempt "amenity" is an element "to be made available to the public, including, but not limited to, recreational facilities, community centers, and senior centers, which are developed in conjunction with or funded by a non-residential developer." If claiming this exemption attach Planning Board approval.

"Urban transit hub" means property located within a 1/2 mile radius surrounding the mid point of a New Jersey Transit Corporation, Port Authority Transit Corporation or Port Authority Trans-Hudson Corporation rail station platform area. A property that is partially included within the radius shall only be considered part of the hub if over 50 percent of its land area falls within the radius. "Rail station" shall not include any rail station located in an international airport. Maps of Urban Transit Hubs can be found at <http://www.state.nj.us/njbusiness/locationdata/hub/hub.shtml>.

A "Transit Village" is an area in a municipality that has been designated by the State inter-agency Transit Village Task Force. More information on Transit Villages can be found at www.state.nj.us/transportation/community/village/.

For Developers:

Developer completes Section A (except Construction Permit Application number) and submits with Construction Permit Application. Prior to claiming an exemption, credit, or 1% fee, the Developer should review the referenced statute and verify that it applies. If a reduced fee amount (1%) or credit is being claimed, substantiation of the claim (dated prior to the effective date of the Act) shall be provided and attached to the certificate, i.e., the redevelopment agreement, general plan approval, developer's agreement, or proof of prior commitment of payment toward low and moderate income housing.

For Construction Official:

Construction Official to verify that Section A is fully completed and that property and contact information are same as those on the construction permit application, and fills in "Construction Permit Application Number." Construction Official verifies that the form is signed by the Developer. If accurate and complete, Construction Official forwards original form to Assessor. If not accurate and complete, Construction Official shall refuse to accept it and return it to the applicant. Copies of all forms where the Developer claims an exemption should be sent to the Department of Community Affairs, 101 S. Broad Street, P.O. Box 806, Trenton, NJ 08625 Attn: Non-Residential Development Fee Coordinator.

For Assessor:

If an exemption is claimed by the Developer, the Assessor shall determine if the claimed exemption is justified. If the property is exempt, the Assessor shall check the "exempt" box at the bottom of Section B, sign and provide the original signed Form N-RDF to the Construction Official and a copy to the Developer. If not exempt, the Assessor, based on review of plans and conceptualls submitted with Construction Permit Application, prepares estimated assessment of property. Assessor completes "Estimated" column of Section B (E1-E5) to determine estimated non-residential development fee due (E6). If the development is new construction, then E4 and F4 should equal \$0, if the development is situated on real property that was previously developed with a building, structure, or other improvement, E4 and F4, should show the existing equalized assessed value of the property as of the date listed in section A when the construction or demolition permit was first sought. Assessor provides a copy of the estimate to the Construction Official and the Developer, retains original. The Construction Official's copy is filed in the Construction Permit Application File. Upon notification that the property is ready for a final assessment, the Assessor reviews the estimate, performs a final assessment and completes Section B, "Final" column (F1-F5) to determine final fee, F6.

For Payment Recipient and Construction Official:

Assessor signs and provides original to Construction Official, who files in the Construction Permit Application file; Assessor provides copy to the Developer for use when making payment. If the municipality has a COAH approved Housing Trust Fund and Spending Plan, payment is to be remitted to the town and Section C, to be completed as receipt of payment. If payment is being made through Treasury, Developer to input information electronically and receive confirmation in similar format. When preparing to issue Certificate of Occupancy (CO), Construction Official to compare Developer's receipt to copy in Construction Permit File, and if they match, issues the CO. If the fee imposed is being contested, the payment must equal E6; if not contested, payment must equal F6. If payment does not match the final or the estimated fee, a CO will not be issued. (For a limited period after the enactment of P.L. 2008, c. 46, the amount listed in E6 and F6 may differ from the fee paid, if the Developer is entitled to a credit pursuant to section 37 c. of P.L. 2008 c. 46 or payment of a 1% fee pursuant to section 37 a. of P.L. 2008 c. 46). This credit or reduced fee will be indicated in Section A. Where payments are made to the State of New Jersey and the developer claims a 1% fee, or a credit for prior payments, payment should be remitted to Department of Community Affairs, Division Of Codes and Standards, PO Box 802, Trenton NJ 08625-0802, Attn: Non-Residential Development Fee Coordinator.

**STATE OF NEW JERSEY
NON-RESIDENTIAL DEVELOPMENT FEE CERTIFICATION/EXEMPTION**

SECTION A (To be completed by developer):

Developer

Name of Developer:			
Address:			
Phone:	Fax:	E-mail:	

Property Location

County:	Municipality:	Block:	Lot:	Qual.:
Street Address:				
Date(s) on which Developer received preliminary and/or final site plan approval:				
Construction Permit Application Number:				
Date on which Developer first sought construction or demolition permit (section 37 of P.L. 2008 c. 46):				

Exempt From or Not Subject to Fee [Section Citation of P.L. 2008 c. 46 (C. 40:55D-8.1 et seq.)] Check one if appropriate

<input type="checkbox"/>	Non-profit and Public Educational Purposes [35b]	<input type="checkbox"/>	Transit Hub [35b.(4)]
<input type="checkbox"/>	House of Worship [35b]	<input type="checkbox"/>	Transit Village [35b.(6)]
<input type="checkbox"/>	Parking lots and structures [35b.(1)]	<input type="checkbox"/>	Transit Hub-Light Rail [35b.(5)]
<input type="checkbox"/>	Non-profit hospital relocation or improvement [35b.(3)]	<input type="checkbox"/>	Public amenity (recreational, community, senior centers) [35b.(2)] (Attach Planning Board approval)
<input type="checkbox"/>	State, County, and local government buildings	<input type="checkbox"/>	Commercial Farm or Use Group U Buildings and Structures
<input type="checkbox"/>	Approval granted prior to July 1, 2010 [37a.(1,3-5)]		

Non exempt status [Section citation] Check one if appropriate

<input type="checkbox"/>	Prior payment or commitment for low and moderate income housing [37c]	Amount paid:	\$
<input type="checkbox"/>	Non-residential planned development, subject to a development or redevelopment agreement entitled to a 1% fee [37a.(2)]		
<input type="checkbox"/>	Full Fee Due (2.5%)		

IF AN EXEMPTION OR REDUCED PAYMENT AMOUNT IS CLAIMED, THE DEVELOPER SHOULD ATTACH SUBSTANTIATION FOR THAT CLAIM.

I, the undersigned, understand that this declaration and its contents may be disclosed or provided to the State of New Jersey and that any false statement contained herein may be punished by fine, imprisonment, or both. I further declare that I have examined this declaration and, to the best of my knowledge and belief, it is true, correct and complete.

Signature of Developer:			
Name:			Date:
Title:			

SECTION B (To be completed by assessor):

	Estimated			Final	
Assessed Value	\$	E1		\$	F1
Director's Ratio		% E2		%	F2
Equalized Assessed Value	\$	E3		\$	F3
Existing Equalized Assessed Value – If new construction, use \$0.00/NA.	\$	E4		\$	F4
Amount on Which Fee is Calculated	\$	E5 (E3-E4)		\$	F5 (F3-F4)
Non-residential Development Fee	\$	E6 (E5 X 2.5%)		\$	F6 (F5 x 2.5%)

Signature of Assessor:			Date	
Name:			Exempt:	<input type="checkbox"/>

SECTION C (To be completed by municipality)

Payment Amount:	\$	Amount should equal E6 or F6
Payment received by (name):		
Signature:		
Name:		
Title:	Date:	