



Chris Souza
Construction Official

Nicholas DeAngelis
Director of Community Development

Brian Banda
Zoning Official

Township of Belleville

152 WASHINGTON AVENUE
BELLEVILLE, NEW JERSEY 07109
(973) 450-3410

**Community Development
Departments**
Construction
Zoning
Code Enforcement
Planning & Economic Development
Engineering

APPLICATION TO OBTAIN COMMERCIAL TENANCY /CERTIFICATE OF INSPECTIONS

Nicole Gibbons-Netzke
Business Representative

Phone: (973) 450-3594
Email: Nnetzke@bellevillenj.org

Application Fee: \$250.00 (check or money order) due upon approval

Property Address _____ Unit/Floor _____

Property Owner's Name _____ Phone _____

Property Owner's Address _____

Property Owner's Email _____

New Tenant's Name _____ Phone _____

New Tenant's Address _____

New Tenant's Email _____

Business Name _____

Proposed Use/Description of Business _____

Intended Maximum Occupant Load _____

Previous/Current use of this space _____

Hours of Operation _____ No. of Employees _____ Approximate Sq. ft _____

Please include the following items with your application for proper review:

1. Property Survey (can be obtained from landlord)

2. Floor plan to scale (see sample attached)



Township of Belleville

New Jersey

- a. Must display dimensions width and depth of the space, counter space, seating arrangements (if applicable), proposed parking, restrooms, entry and exit ways

5:23-2.14 Construction permits--when required (a) It shall be unlawful to construct, enlarge, repair, renovate, alter, reconstruct or demolish a structure, or change the use of a building or structure, or portion thereof, or to install or alter any equipment for which provision is made or the installation of which is regulated by this chapter without first filing an application with the construction official, or the appropriate subcode official where the construction involves only one subcode, in writing and obtaining the required permit therefor.

Will there be any storage or handling of chemicals or hazardous materials/substances? **YES** **NO**
If yes, provide details: _____

Will there be any proposed construction work? (Renovations/signage/change of use)
Please provide details: _____

****Building permits must be submitted and approved by the Building & Code Enforcement Department prior to starting construction****

REMINDERS FOR NEW BUSINESS OWNERS INCLUDING BUT NOT LIMITED TO:

- All Commercial Certificates of Inspections are subject to inspections by our Building and Fire Prevention/Safety Officials
- Notify our Health Department located on the first floor
- New signage requires construction and zoning permits
- Signage in windows are not to exceed 25% of window area
- Blinking/Flashing Lights are not permitted
- Feather/banana flags are not permitted
- All Commercial Tenancy Inspection Certificates for business licenses must be renewed at the beginning of each year



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***PLEASE BE ADVISED THAT THE PROPERTY IN QUESTION SHOULD NOT BE OCCUPIED UNTIL A ZONING CERTIFICATE IS ISSUED FOR SUCH USE OR OCCUPANCY*
IN ADDITION, ANY CONSTRUCTION, ALTERATIONS, RENOVATIONS, SIGNAGE, ECT.
PERFORMED WITHOUT THE REQUIRED PERMITS WILL RESULT IN THE ISSUANCE OF
MUNICIPAL COURT SUMMONS AND ANY APPLICABLE FINES AND PENALTIES TO
BOTH THE PROPERTY OWNER/LANDLORD AND THE TENANT.**

I (we) hereby certify that I (we) have read this application thoroughly and the information contained herein is true and accurate. I (we) understand that I (we) may not occupy the property until inspections are conducted and both Business Certificate of Inspections and Zoning Certificate are issued for such use/occupancy.

Date _____ New Tenant Signature _____

New Tenant Name Print _____

Date _____ Landlord Signature _____ Landlord Name _____

OFFICE USE ONLY:

Date: _____ Zone: _____ Block: _____ Lot(s): _____

Chris Souza, Construction Official _____ Date _____

Brian Banda, Zoning Official _____ Date _____

Print _____