



Englewood

Code Enforcement

P.O. Box 228 • Englewood, N.J. 07631 • www.cityofenglewood.org

CCO FOR A COMMERCIAL LEASE **APPLICATION FEE - \$150**

Landlord-Name _____ Tel: _____

Landlord Email Address _____

Property Address _____

Block _____ Lot _____ Approximate Sq. Footage _____ Is There a Fire Alarm Present _____

Tenant-Name _____

Tenant-**Present** Address _____

Tenant-Email _____ Tel: _____

Description of New Use or Business _____

Description of Former Use or Business _____

If proposed construction work, give details _____

***Contact for Inspection** _____

Agent _____ Tel: _____

Email Address _____

I hereby certify that I have read this application thoroughly and agree to conform to the provisions of Chapter 159 of the City Codes of the City of Englewood.

SIGNATURE OF LANDLORD OR AGENT

PRINT NAME

SIGNATURE OF TENANT

PRINT NAME

OFFICE USE ONLY

File No. _____ Zoning District _____ Zoning _____

Receipt No. _____ Use Group _____ Approved Seating _____

Fee \$ _____ M/O or Check # _____ Date Received _____

Chief Inspector _____ CCO Inspector _____

APPLICATION FEES ARE NON-REFUNDABLE

**PLEASE MAKE CHECK/MONEY ORDER PAYABLE TO
THE CITY OF ENGLEWOOD (CREDIT CARDS ARE NOT ACCEPTED)**

**MAIL CCO APPLICATION & PAYMENT TO
ENGLEWOOD BUILDING DEPARTMENT
P.O. BOX 228 ENGLEWOOD, NJ 07631**

**BEFORE CCO APPLICATIONS ARE ACCEPTED,
ALL OPEN PERMITS MUST PASS ALL FINAL INSPECTIONS**

**THE INSPECTOR WILL CALL TO SCHEDULE AN APPOINTMENT WITHIN
(10) BUSINESS DAYS FROM THE DATE THE APPLICATION IS RECEIVED**

**THE CERTIFICATE WILL BE EMAILED (2) BUSINESS DAYS AFTER THE
INSPECTION PASSES**

**IF THE TENANT CHANGES (30) DAYS AFTER THE INSPECTION DATE
A NEW CCO APPLICATION & PAYMENT MUST BE SUBMITTED**

**THE BUILDING DEPARTMENT DOES NOT ACCEPT
APPLICATIONS BY FAX OR EMAIL**

**TO RECEIVE A CCO THE ITEMS LISTED BELOW MUST BE COMPLIANT WITH APPLICABLE
STATE LAW AND LOCAL ORDINANCE**

- 1. BUILDING NO. IN CONTRASTING COLORS, (3) INCHES HIGH MUST BE PERMANENTLY
AFFIXED IN THE VICINITY OF THE FRONT DOOR & VISIBLE FROM STREET**
- 2. FIRE EXIT LIGHTS**
- 3. EMERGENCY LIGHTS**
- 4. FIRE ALARM TEST REPORT IF INSTALLED**
- 5. SPRINKLER TEST REPORT IF INSTALLED**
- 6. HANDRAILS FOR (4) OR MORE STAIRS**
- 7. NO HOLES IN WINDOWS, CEILINGS, FLOORS OR WALLS**
- 8. NO BROKEN GLASS**
- 9. WATER HEATER BLOW OFF PIPE WITHIN 6" FROM FLOOR**
- 10. ELECTRIC SERVICE - NO OPEN SPACE IN ELECTRIC BOX ALL HAVE TO BE COVERED**
- 11. FURNACE & BOILER FLUE PIPE IN GOOD WORKING ORDER (NO HOLES)**
- 12. NO MISSING COVERS (WALL SOCKETS, ETC.)**
- 13. NO EXPOSED WIRES**
- 14. FIRE EXTINGUISHER MUST BE SERVICED AND TAGGED**
- 15. WORKING FANS MUST BE INSTALLED IN BATHROOMS WITHOUT WINDOWS**