

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: \$ 150.00  
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

Date Inspector Date Inspector

Certificate of Occupancy Approval: \_\_\_\_\_

Michael Saccomanno, Director Code Enforcement & Zoning

Initial Fee Paid: \$ 150.00 cash ( ) check ( ) money order By: \_\_\_\_\_  
Re-Insp Fee Paid: \$50.00 ( ) cash ( ) check ( ) money order By: \_\_\_\_\_

Revised 01-27-09

**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\*\***

Applications are accepted between the hours of 8:30 am – 3:30pm.

Payments can be made by check, money order or cash.