

**THE FOLLOWING ITEMS MUST BE
COMPLETED PRIOR TO SUBMITTING A
COMMERICAL CO APPLICATION TO THE
LONG BRANCH FIRE MARSHAL'S OFFICE**

COPY OF MERCANTILE LICENSE.

COPY OF "APPROVED" ZONING PERMIT FROM ZONING OFFICE.

PRINT OUT FROM LONG BRANCH SEWERAGE AUTHORITY OF SEWER BILL SHOWING PAID TO CURRENT QUARTER. (LOCATION OF SEWERAGE AUTHORITY IS 150 JOLINE AVENUE.)

PRINT OUT FROM LONG BRANCH TAX OFFICE OF TAX BILL SHOWING PAID TO CURRENT QUARTER. (LOCATION OF TAX OFFICE IS ACROSS THE PARKING LOT IN MAIN BUILDING OF CITY HALL.)

"NO OPEN BUILDING PERMITS" WHICH IS ATTACHED TO YOUR COMMERICAL CO APPLICATION MUST BE SIGNED OFF FROM LONG BRANCH BUILDING DEPT. (LOCATED IN SAME BUILDING AS FIRE MARSHAL'S OFFICE.)



**City of Long Branch
Office of the Fire Marshal
344 Broadway
Long Branch, New Jersey 07740**

The Following will be some of the things addressed during a Commercial C.O.

- 1. All areas must be accessible for inspection.**
- 2. Exit lights must be in working order.**
- 3. Emergency lights must be in working order.**
- 4. Fire extinguishers must be tagged and current.**
- 5. Provide current fire alarm certification.**
- 6. Storage must be neat and orderly.**
- 7. Provide Knox box keys for units in building equipped with fire alarm or sprinkler system.**
- 8. Provide 36" clearance around heating equipment.**
- 9. Provide 30" clearance around electrical service equipment.**
- 10. Extension cords cannot be used to replace permanent wiring.**
- 11. Provide fire sprinkler system certification.**
- 12. Storage must be a minimum of 18" away from sprinkler heads.**
- 13. Carbon Monoxide Alarms of battery power, hardwire, or plug-in type are required in ALL commercial Structures in the area of every adjacent room, 2 floors below, and 2 floors above ALL fuel burning heating & cooking appliances.**

Inspections are conducted under the NJ Uniform Fire Code, International Property Maintenance Code and Long Branch Municipal Ordinances. The above list is not meant to be all-inclusive. Please contact the Fire Marshal's Office with your concerns for more information. You can also review the 2015 International Property Maintenance Code, (available in the office of the City Clerk.)



City of Long Branch, Office of the Fire
Marshal
344 Broadway, Long Branch, NJ 07740

COMMERCIAL CERTIFICATE OF OCCUPANCY APPLICATION

CCO# _____

APPLICATION IS HEREIN MADE FOR INSPECTION OF THE FOLLOWING PREMISES AND
ISSUANCE OF A COMMERCIAL CERTIFICATE OF OCCUPANCY (C of O) AS REQUIRED BY

DATE: _____ BLOCK: _____ LOT: _____ ZONE: _____

1. Property Address _____ Floor / Suite #: _____

2. Name of Prospective Business: _____

3. Business Owner Name: _____

4. Business Owner Home Address:
(No P.O Box Number Accepted) _____

5. Telephone # of Owner: Work: _____ Home: _____

Emergency 24 Hours _____

6. Type of Business:

Educational: _____ Assembly: _____ Business: _____ Other: _____

Institution: _____ Mercantile: _____ Manufacturing: _____ Square Footage: _____

Transfer of Title: _____

7. Building Owner Name: _____

8. Building Owner Address: _____

9. Telephone # of Building Owner: _____

Method of Payment (check one) Money Orde _____ Check _____

10. Zoning/Planning Approval Attached: Yes _____ No _____

(Before a Commercial Certificate of Occupancy can be issued, a copy of the Zoning Permit MUST be submitted to this office)

11. Outstanding Building Permits Yes _____ No: _____

*Inspections will not be made until all permits have been finalized by the Building Department.
(construction, plumbing, electrical, fire sub-code, etc.)

Note: In food establishments a Certificate of Inspection from the Health Department must be provided at time of inspection or C.O. will not be issued.

12. Signature of Applicant: _____

Official Use Only:

Date of Inspection: _____ Time: _____

Inspectors Signature: _____

COMMERCIAL CERTIFICATE OF OCCUPANCY FEE IS \$60.00 (payable to City of Long Branch)

FAILURE TO MAKE APPLICATION FOR INSPECTION AND OBTAIN A CO MAY BE PUNISHABLE BY FINE IN MUNICIPAL COURT. THE BUILDING MUST MEET THE STANDARDS OF THE 2015 INTERNATIONAL PROPERTY MAINTENANCE CODE AND THE NJ UNIFORM FIRE CODE (NJAC 5:70). Copies of these standards are available with the City Clerk. APPLICATION IS GOOD FOR 30 DAYS, INCLUDING RE-INSPECTION.



City of Long Branch Building Department
344 Broadway
Long Branch, NJ 07740



Phone 732 571-5690 Fax 732 571-2450

Commercial

Address: _____

Block: _____ Lot: _____

Owner: _____

The building department has no open construction permits for the property listed above.

For Office Use Only

Bldg. Dept. Rep: _____

Signature: _____

Date: _____