Franklin Township, Somerset County, NJ
APPLICATION FOR CERTIFICATE OF CONTINUED BUILDING COMPLIANCE
Fill out completely and type or print in ink.

CCBC - _____

Stamp Date Received

SITE DATA:

Block _____ Lot _____ Zone _____ Use Group _____

Address _____

Number of Floors _____ Number of Suites/Units _____

Property Owner _____

Address _____ City _____ State _____ Zip Code _____

Phone _____ Fax _____ *Email _____
Please be certain to include a carefully printed email address.

Name and type of New Business: _____

APPLICANT (if not owner):

Name _____ ☐ Owner's Agent ☐ Tenant ☐ Other _____

Address _____ City _____ State _____ Zip Code _____

Contact Person _____

Phone _____ Fax _____ *Email _____
Please be certain to include a carefully printed mail address.

TYPE OF INSPECTION REQUESTED:

☐ RESALE – Date of Closing _____

☐ RENTAL – Date of New Occupancy _____ Floor # _____ Suite/Unit # _____ Square Footage_ _____

Current/Last business/occupant: Name _____ Use _____

APPLICATION MUST BE ACCOMPANIED BY:

1. Ownership Printout from Tax Assessor's Office
2. Floor Plan of Entire Building (For rental, highlight area to be rented.)
3. Payment of Fee - Initial inspection & 1st Re-inspection: $100 (10 or more business days notice) or $150 (less than 10 business days notice)
   Note: Fee per additional re-inspections: $50 (10 or more business days notice) or $100 (less than 10 business days notice)
   (Payment shall be made either by check/money order made payable to Township of Franklin or by exact cash.)

PLEASE NOTE:THE CCBC DOES NOT AUTOMATICALLY GRANT OCCUPANCY TO A NEW OWNER/TENANT/OCCUPANT

- **The Water Department must be notified of sale or rental for new meter set.**
- **Zoning approval is required before any change of tenant/occupant or change of use occurs.**
- **If a Tenant Fit-out Permit is required, said permit, inspections, and a Certificate of Occupancy must be obtained prior to any occupancy.**

CERTIFICATION:

I hereby certify that I am either the legal property owner or am authorized by the legal property owner to make this application. I understand that if any of the above statements are willfully false, I am subject to punishment.

_____ _____
Signature Date

Township Use Only **ZONING REVIEW**

_____ Proposed use is permitted in this zone.

_____ Proposed use is not permitted in this zone.

_____ _____
Zoning Officer Date

Township Use Only DATE _____

AMOUNT PAID $ _____ CASH __ or CHECK # _____

RECEIPT # _____ RECEIVED BY _____

Township Use Only

DATE OF INSPECTION: _____

F:CCBC Application
Revised 10/3/14

CERTIFICATE OF CONTINUED BUILDING COMPLIANCE
Explanation and Instructions

As per the revised Property Maintenance Ordinance adopted by the Township Council and effective since January 1, 2010, *"No owner, agent, realtor or broker, firm, company, partnership, corporation, or any other person shall sell, rent, re-rent, transfer, lease, let, mortgage with right of occupancy, allow re-occupancy, or otherwise dispose of ownership, any structure or dwelling unit until either a Certificate of Continued Building Compliance or a Temporary Certificate of Continued Building Compliance has been issued by the Township…"* (§ 183-19 A.) At present, this ordinance only applies to non-residential structures.

The purpose of this ordinance is to identify and correct any outstanding and obvious code violations or life-safety issues on a property, or portion thereof, before a new owner or tenant takes possession of or occupies it. This is accomplished through an inspection conducted by the Township.

The responsibility for scheduling the inspection and obtaining the certificate falls upon the current owner of the property. The application with the required paperwork and fee are submitted to the Construction Office. Please be certain to fill out the application completely, as missing information can holdup the processing of it. Note: The "owner" is the property owner and the "occupant/use information" is for the current or last occupant/use – not the new or proposed one. (The new occupant/use will be required to receive Zoning approval separately and to obtain Construction Permits for any work that requires them.)

Once your application has been received and deemed complete, it will be sent to the Zoning Officer for verification that the current use complies with Zoning regulations. Upon his approval, the owner or applicant will be contacted to set up the inspection. It is important to set up the inspection on a day that someone can and will be present at the site to meet the inspector. Specific instructions will be given when the inspection is actually being scheduled.

If you have any questions, please ask the person who assists you at the counter.