



COMMERCIAL CERTIFICATE OF CONTINUING OCCUPANCY (CCCO)

Guidance Document (Town of Morristown Ordinance # O-30-2010)

NEW TENANT (Change of Existing Tenant - Commercial/Industrial):

When required (Commercial and Industrial Buildings Only): Whenever there is a change in tenant or occupancy, a CCCO is required. A copy of the Ordinance O-30-2010 is attached for reference. The CCCO inspection is not a NJ Uniform Construction Code (NJUCC) inspection.

Coordination with Other Divisions: A Zoning permit is required regarding a change in tenant or change in occupancy. A Division of Health approval will be required if the change in tenant or occupancy involves a restaurant/food business, barbershop, hair salon, tattoo studio or massage business.

Required Forms: A CCCO application shall be filled out and signed by the new tenant/owner and submitted to the Division of Building and Uniform Construction Code with the required \$250.00 fee. The CCCO inspection date is scheduled upon submittal of the application and the applicant (new tenant or owner) shall verify or correct the inspection items as listed in the attached CCCO ordinance prior to the inspection.

Process: A visual inspection is conducted based upon the items listed within the ordinance. Upon approval, a non-UCC certificate is issued.

SALE OF THE ENTIRE BUILDING - Commercial/Industrial only:

For the sale of an entire commercial/industrial building without any tenant changes, contact Fritz Reuss at 973-796-1932. Zoning permit and approval is still required. Zoning - 973- 292-6723.

SALE OF THE ENTIRE “MIXED USE” BUILDING - Commercial/Industrial with apartment units:

For the sale of an entire “Mixed-use” building without any tenant changes, contact Fritz Reuss at 973-796-1932. Zoning permits and Housing/Property Maintenance “Certificate of Habitability” (“CH”) approvals, as applicable, are required. Zoning - 973-292-6723; Housing/Property Maintenance - 973-292-6700.



TENANT APPLICATION COMMERCIAL CERTIFICATE OF CONTINUING OCCUPANCY (CCCO)

PROPERTY INFORMATION

Address:

Block:	Lot:	
--------	------	--

NEW TENANT INFORMATION

Name:

Address:

Cell #:	Other Phone #:
---------	----------------

E mail Address:

BUILDING/PROPERTY OWNER INFORMATION

Name:

Address:

Cell #:	Other Phone #:
---------	----------------

E mail Address:

This is not a NJUCC code inspection - Visual inspection only per Town Code

CHANGE IN TENANT INFORMATION

New Business Name:

Existing Business Name:

Proposed use (i.e. deli, office, etc.):

Existing Use (i.e. deli, office, etc.):

Signature of New Tenant:	Date:
--------------------------	-------

CCCO CHECK LIST for COMMERCIAL PROPERTIES

Commercial Certificate of Continuing Occupancy (CCCO)

Owner will be responsible to verify and validate compliance with the below items prior to inspection and before a CCCO permit is issued. Specific details of the CCCO location, floor, suite number, tenant name, etc. shall be included with the application and a representative must be present during the time of the CCCO inspection.

NO WORK SHALL BE PERFORMED WITHOUT PERMITS

ALL OPEN PERMITS MUST BE CLOSED BEFORE A CCCO IS ISSUED

BUILDING

- Check all exits (all exits must be kept clear and in operable condition)
- Check egress lighting (must be in working order)
- Handrails (must be installed if missing)

ELECTRIC

- Check for any electric hazards
- Check for open or exposed wires
- Check panel for missing or open breakers
- Remove all extension cords
- Check for GFCI s
- Clearance to electric panel 36"

PLUMBING

- Check heating equipment for proper venting
 - Boilers, back flow devices on water supply to boilers
 - Furnaces
 - Hot water heater, pressure relief valve piping
- All fixtures in proper working order

FIRE

- Check all exit and emergency lighting (install batteries if needed)
- Check suppression system (must be inspected and tagged)
- Check alarm system (must be serviced and tagged)
- Proper location of extinguishers (must be hung and tagged)
- Proper storage
 - Clearances:
 - Sprinklers 18"
 - Heating Equipment 36"



If a supervised alarm system is present a responsible person must be on site to test the system, or certification papers must be provided.

If exit and emergency lighting exists within the space, someone must be on site to shut down the power to test the system.

If a kitchen hood suppression system is present it must be tagged and tested.

MEANS OF EGRESS DOORS:

If magnetic locks or card readers are present they must be in operable working order and installed as per code

- Push to release button installed
- Motion sensor present above door
- Lock deactivates upon alarm activation, sprinkler activation and power loss

FIRE PREVENTION BUREAU:

If applicable as per Uniform Fire Code, *windowless stories* may require a suppression system or an alarm system. If your basement does not have a suppression system or a supervised smoke detection system, please contact Michael Geary at the below phone number.

If any questions contact:

Michael Geary
Fire Prevention Bureau
Morristown Fire Department
973-292-6602

12-9 COMMERCIAL CERTIFICATE OF CONTINUING OCCUPANCY.

12-9.1 Occupancy Without a Certificate of Continuing Occupancy is Prohibited.

No person shall occupy or use any portion of a commercial or industrial building after such building or portion thereof has been vacated or sold, or in which there has been a change in occupancy, until the owner/landlord shall have applied for and secured a certificate of continuing occupancy therefor from the enforcement officer of the Town of Morristown. (Ord. No. O-30-2010)

12-9.2 Inspection Required for Issuance of Certificate.

Upon receipt by the enforcement officer of an application for a certificate of continuing occupancy and payment of the requisite fee, the enforcement officer shall conduct a visual inspection of the premises in question to ensure compliance with applicable building, health, safety and fire codes, regulations, ordinances and statutes of the Town of Morristown and State of New Jersey. (Ordinance No. O-30-2010)

12-9.3 Issuance of Certificate.

The enforcement officer shall issue a certificate of continuing occupancy upon his inspection and satisfaction that no violations of the aforementioned codes, regulations, ordinances and statutes exist. (Ordinance No. O-30-2010)

12-9.4 Violations and Penalties.

There shall be no new occupancy or use of the premises until compliance with this section has been obtained. If compliance with this section is not obtained or violations are found and not remedied within a reasonable time after inspection and notice, the enforcement officer is authorized to take appropriate legal action including imposing appropriate fines and penalties. (Ordinance No. O-30-2010)

12-9.5 Application Fee.

The enforcement officer shall provide a form to be completed by each applicant. A certificate of continuing occupancy fee, in accordance with Town Code subsection 12-1.3a,1 "Fees" shall accompany each application; provided, however, that the enforcement officer may waive the inspection and fee if any inspection of the same premises has been made within one hundred eighty (180) days. (Ordinance No. O-30-2010)

12-9.6 Enforcement Officer.

The Construction Official of the Town of Morristown or his designee shall be the enforcement officer and shall have the authority to make inspections for building, health, fire and safety violations as required by this section and to otherwise carry out the purpose and intent of this chapter. (Ordinance No. O-30-2010)