



Borough of Matawan

Zoning Department

201 Broad Street
Matawan, NJ 07747

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Fax (732) 290-7631
www.matawanborough.com

APPLICATION FOR BUSINESS CONTINUED CERTIFICATE OF OCCUPANCY
FEE: \$75.00 PAYABLE TO BOROUGH OF MATAWAN

BLOCK: _____ LOT: _____ ZONE: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE #: _____

BUSINESS OWNER'S NAME: _____

BUSINESS OWNER'S HOME ADDRESS: _____

BUSINESS OWNER'S HOME #: _____ CELL#: _____

PROPERTY/BUILDING OWNER'S NAME: _____

PROPERTY/BUILDING OWNER'S HOME ADDRESS: _____

PROPERTY/BUILDING OWNER'S HOME PHONE: _____ CELL#: _____

TYPE OF BUSINESS _____ USE GROUP _____

REASON FOR OCCUPANCY CHANGE: RENT _____ SALE _____ OTHER _____

NAME, ADDRESS & TELEPHONE # OF PERSON WHO MAY BE CONTACTED REGARDING SETTING
UP DATE OF INSPECTION:

NAME: _____ ADDRESS: _____

PHONE #: _____ CELL#: _____

SQUARE FEET OF RENTED SPACE _____

OF PARKING SPACES ALLOTTED _____

OF EMPLOYEES _____ # OF CUSTOMERS PER DAY _____

PREVIOUS USE OF SPACE _____

*** PLEASE GIVE A COMPLETE NARRATIVE OF BUSINESS, INCLUDING DETAILS OF BUSINESS
OPERATION, HOURS & DAYS OF OPERATION & PROPOSED USE OF SPACE.

ARE ANY ALTERATIONS TO THE SPACE BEING MADE? PLEASE CHECK: YES _____ NO _____

IF YES IS CHECKED, PERMITS MAY BE REQUIRED ALONG WITH A FLOOR PLAN OF THE SPACE.

IF NO IS CHECKED, PLEASE READ & SIGN BELOW.

NO RENOVATIONS OR ALTERATIONS WILL OR HAVE BEEN PERFORMED PRIOR TO THE ISSUANCE OF THE BCCO. I AM AWARE, AND IT IS UNDERSTOOD, THAT IF ANY WORK IS PERFORMED, A CONSTRUCTION PERMIT APPLICATION IS REQUIRED & PERMIT ISSUED PRIOR TO THE ISSUANCE OF THE BCCO.

**** NO APPLICATION WILL BE REVIEWED OR ACCEPTED IF NOT COMPLETED & SIGNED BY THE APPLICANT.

***** SIGNAGE CHANGE FOR NEW BUSINESSES REQUIRES ZONING APPROVAL

APPLICANT'S SIGNATURE

TO BE COMPLETED BY OFFICE

BCCO APPLICATION #: _____ DATE FILED: _____

FEE RECEIVED BY: _____ DATE: _____

CHECK #: _____ CASH RECEIPT #: _____

CREDIT CARD CONFIRMATION #: _____

INSPECTION DATE: _____ GRANTED _____ DENIED _____

INSPECTOR: _____ REMARKS _____

BUSINESS LICSE GRANTED: _____ DATE: _____

APPROVALS

JOHN T. QUINN, ZONING OFFICER _____

KEN MARR, JR., PROPERTY MAINTENANCE CODE OFFICER _____

LARRY KASSICA, HEALTH DEPARTMENT _____