

**BOROUGH OF SAYREVILLE**

Department of Code Enforcement and Zoning  
 49 Dolan Street, Sayreville, New Jersey  
 (732) 390-7004

**APPLICATION FOR COMPLIANCE CERTIFICATE** **COMMERCIAL RENTAL** **COMMERCIAL RESALE****(To avoid processing delays, this application must be filled out completely)****Inspection Date and Time (office use only):** \_\_\_\_\_**PLEASE ARRIVE 15 MINUTES PRIOR TO THE SCHEDULED INSPECTION TIME****Date of Application:** \_\_\_\_\_ **Closing Date (if applicable):** \_\_\_\_\_***Business Information***

Business Name \_\_\_\_\_ Phone \_\_\_\_\_

Business Address \_\_\_\_\_

Type of Business (check one): Sole Proprietorship \_\_\_ Partnership \_\_\_ Corporation \_\_\_

Non Profit \_\_\_ If other, explain \_\_\_\_\_

What is the square footage of the space? \_\_\_\_\_ How many floors? \_\_\_\_\_

Please provide a brief description of how the business operates (i.e. the general nature of the business, what is done on site, hours of operation, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will products be stored at this site? (i.e. if yes, describe the product, the amount to be stored, supply MSDS sheets if applicable) \_\_\_\_\_

\_\_\_\_\_

What was the previous use of the space? \_\_\_\_\_

*(Please contact the agent and/or building owner to determine prior use)****Business Owner's Information***

Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Address: \_\_\_\_\_

(other than business address)

***Property Owner's Information (if different from above)***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Information (important please read in full):**

The Office of Zoning and Code Enforcement reviews all change of occupancy requests to ensure that the proposed use is consistent with established zoning and code enforcement ordinances of the Borough of Sayreville. Please check with the Office of Zoning and Code Enforcement prior to signing a lease or committing your business to a certain location, to determine the location's zoning, which uses are permitted, and which uses require additional permits or documentation prior to the issuance of a certificate of compliance.

You may need to provide additional site and/or floor plans or document the prior use before obtaining a certificate of compliance, to determine if this is a non-conforming use, or a use which has additional Code requirements.

Please feel free to contact the Office of Zoning and Code Enforcement at 732-390-7004 or visit the office located at the above address. The office hours are 8 am to 1 pm, Monday through Friday.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**FEE SCHEDULE IS AS FOLLOWS:**

**A) The fee for registration and initial inspection for a certificate of rental compliance shall be \$75 and if a reinspection is necessary, a fee of \$50 shall be required.**

**B) For a certificate of resale compliance, the fee shall be as follows:**

- 1. \$100.00 if scheduled more than 10 business days prior to the closing date  
- Initial reinspection fee shall be waived**
- 2. \$150.00 if scheduled four to 10 business days prior to the closing date  
- reinspection fee shall be \$75.00**
- 3. \$200.00 if scheduled less than four business days prior to the closing date  
- reinspection fee shall be \$100.00**

**FEES MUST BE PAID AT THE TIME OF APPLICATION FILING. CHECKS, CREDIT CARD OR MONEY ORDER ARE TO BE MADE PAYABLE TO THE BOROUGH OF SAYREVILLE**

**FOR DEPARTMENT USE ONLY:**

RENTAL OR RESALE (circle one)

Application Date: \_\_\_\_\_ Certificate #: \_\_\_\_\_

Application approved for inspection: \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_ Type of Payment (Checks, Credit Card, MO) Check # \_\_\_\_\_

Initial Inspection Date: \_\_\_\_\_ Pass/Fail

Reinspection Date (if necessary) : \_\_\_\_\_

Additional Information/Notes: \_\_\_\_\_