



## CCO/CHANGE OF USE CHECKLIST

### Proposed New Business -

- o Zoning application to be completed/submitted with a \$77.00 check or money order along with a floor plan
- o CCO application to be completed/submitted with a \$200.00 check or money order

### When completing the CCO form:

- o "Work site" is the address of the new business
- o "Owner in Fee" is the owner information
- o "Contractor" is the new tenant information (Leasee information)
- o "Action" check the Continued Certificate of Occupancy box
- o "Description of Work/Use" name of new business and a brief description of what type of service will be provided.
- o "Signed" signature at the bottom

If the new business requires any construction work for the new tenant fit-up a complete permit package must be submitted for any work being performed as well as 2 sets of sealed drawings. You must have a NJ licensed contractor to sign/seal the permits.

### Proposed Daycare, Event Center, Assembly Use or Salon -

- o Zoning application to be completed/submitted with a \$77.00 check or money order along with a floor plan
- o CCO application to be completed/submitted with a \$200.00 check or money order
- o You would be required to submit a letter from an architect with the "Use Group", "Construction Class" and the "Occupancy Load" and a means of egress plan
- o If Daycare the letter must also define age of children and hours of operation
- o If Adult Daycare the letter must also define hours of operation
- o If Event Center, Assembly Use or Salon the letter must also define hours of operation and what type of service will be provided.
- o If there is a kitchen, existing kitchen and/or any food being served or consumed you must obtain an approval letter from the Vineland Health Department.

**When completing the CCO form:**

- o "Work Site" is the address of the new business
- o "Owner in Fee" is the owner information
- o "Contractor" is the new tenant information (Leasee information)
- o "Action" check the Continued Certificate of Occupancy box
- o "Description of Work/Use" name of Daycare, Adult Daycare, Event Center, Assembly Use or Salon as well as a brief description of what type of service will be provided.
- o "Signed" signature at the bottom

**Proposed Change of Use -**

- o Zoning application to be completed/submitted with a \$77.00 check or money order along with a floor plan
- o CCO/Change of Use application to be completed/submitted with a \$250 check or money order
- o You would be required to submit a letter from an architect with a request for change of use. The letter must also provide the "Use Group", "Construction Class" and the "Occupancy Load" for the proposed business.

**When completing the CCO/Change of Use form:**

- o "Work Site" is the address of the new business
- o "Owner in Fee" is the owner information
- o "Contractor" is the new tenant information (Leasee information)
- o "Action" check the Continued Certificate of Occupancy box then write "Change of Use"
- o "Description of Work/Use" name of proposed business as well as a brief description of what type of service will be provided.
- o "Signed" signature at the bottom

Construction Dept	856-794-4000 #4113
Zoning - Rick Crudele	856-794-4000 #4627
Health Dept - Caroline Fisher	856-794-4000 #4283