

Township of Readington
509 Route 523
Whitehouse Station, NJ 08889
(908) 534-4051

Application for Certificate of Continued Occupancy



Certificate of Continued Occupancy (CCO),
Zoning Certificate of Continued Occupancy (ZCCO), Change of Use Application

Fee: Two separate checks, both made payable to: Township of Readington
Check 1 (Required for change of use or tenant): \$100 Memo: ZCCO
Check 2 (Required for change of use): \$200 Memo: CCO

Please attach the following: Owner affidavit allowing usage of the building
 Information on signage or proposed signage on site (temporary and permanent)
 Proposed floor plan with each area labeled

Please clearly enter all information in the box below

Permit # _____ Block _____ Lot _____
Change of: (check one) Tenant: Owner: Both:

Current/previous occupancy and use:

Tenant business name: _____ Use Group: _____

Owner name: _____

Owner address: _____ City: _____ State: _____ Zip: _____

Owner phone number: _____ Owner email: _____

Proposed occupancy and use:

Tenant business name: _____ Use Group: _____

Tenant business address: _____

Tenant contact name: _____

Tenant phone number: _____ Tenant email: _____

Owner name: _____

Owner address: _____ City: _____ State: _____ Zip: _____

Owner phone number: _____ Owner email: _____

Description of proposed business: _____

Signature of property owner: _____

Do not write below

Date completed application and payment received: ___/___/___ Received by: _____

Payment type: Cash Credit Check # 1: _____ 2: _____

Inspection: Date: ___/___/___ Time: _____

Pass Fail Deficiencies: _____

Notes: _____

Reviewed by: Zoning Code Enforcement Fire Prevention

Approved for: CCO Approved for ZCCO Approved for Change of Use