



# Borough of Westville

## Continued Certificate of Occupancy

Borough of Westville  
165 Broadway  
Westville, NJ 08093  
Telephone: 856-456-0030, ext. 113  
Fax: 856-742-8190  
Website: westville-nj.com

### A. PROPERTY INFORMATION AND FEE

FEE: **\$175.00**      PROPERTY: BLOCK \_\_\_\_\_ LOT \_\_\_\_\_      PROPERTY IS BEING       SOLD       RENTED

**TYPE OF OCCUPANCY:**

CERTIFICATE OF OCCUPANCY     CERTIFICATE OF APPROVAL     CERTIFICATE OF CONTINUED OCCUPANCY     TEMPORARY CERTIFICATE OF OCCUPANCY

### B. OWNER INFORMATION/PROPERTY LOCATION

PROPERTY LOCATION: \_\_\_\_\_ UNIT # \_\_\_\_\_

**PROPERTY OWNER: (CONTACT PERSON)**

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City State Zip

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

**CORPORATE NAME: (CONTACT PERSON)** \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City State Zip

*MAILING ADDRESS, IF DIFFERENT THAN THE PROPERTY ADDRESS* \_\_\_\_\_

OWNER'S REAL ESTATE COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

AGENT'S NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

BUYER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX \_\_\_\_\_

ADDRESS \_\_\_\_\_

### C. TENANT/BUSINESS INFORMATION

PROPOSED NAME OF TENANT: \_\_\_\_\_

PROPOSED BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_  
Street City/State Zip

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

See reverse side.....

1. Please be advised that all proposed businesses shall complete a Zoning Verification form to ensure the type of business to be opened is permitted in the district of the property location.

Proposed type of Business \_\_\_\_\_

2. You may also be required to obtain a **Change of Use Analysis** as required by the regulations of the State of New Jersey Uniform Construction Code. A Change of Use Analysis is required if the Use Group is different from the previous occupant and a determination is made by the Construction Official. If the Use Group is different, the Change of Use Analysis must be conducted by a New Jersey Licensed Architect. You may obtain the application and other information from the Borough of Westville's Construction office, at 856-456-0030, option 4.

Use Group:                      Previous \_\_\_\_\_                      Proposed \_\_\_\_\_

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**CONSTRUCTION OFFICE USE ONLY**

**Amount Paid:** \$ \_\_\_\_\_     Cash     Check # \_\_\_\_\_    **Date Received** \_\_\_\_\_

.....  
**Initial Inspection Date** \_\_\_\_\_                       PASSED     FAILED

**Inspector** \_\_\_\_\_

.....  
**Reinspection Date** \_\_\_\_\_                       PASSED     FAILED

**Inspector** \_\_\_\_\_

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Please return the paperwork to the Construction office:  
Borough of Westville  
165 Broadway  
Westville, NJ 08063  
Questions call 856-456-0030, option 4