Pennsauken Commercial Occupancy Certificate Application Procedure

Pennsauken Township's Administration Code 141-17e (1) requires a new occupancy certificate every time a commercial property changes ownership or there is a change in tenant(s). An application must be completed and filed with the Building Department, which begins the process of receiving a certificate.

When the application is made, the person making the application will be directed to do one of three paths. If the property is not in a redevelopment zone, they will be directed to the Planning and Zoning Coordinator, Mr. John Adams, to get Zoning Approval. This usually is a short walk down the hall from the Building Department to get the approval and a short walk back to complete the application and pay the appropriate fee.

If the property is in one of the Redevelopment Zones, the person will be directed to make an appointment with the Economic Development Office. There are four zones. The first is Cross Roads which is the Rt. 73 corridor and the upper end of Rt. 130 North. The second is located on the west side of River Road from 36th St. to 47th St, Cove Road to Derousse Ave, and Water Works Road to the Pennsauken Creek. Westfield Ave. from 42nd St. to Derousse Ave. is the third zone, and Rt. 130 from the Cooper River up to the Cross Roads zone is the fourth zone. Once they approve the application, the path to the Planning and Zoning Coordinator and then to the Building Department to pay the appropriate fee.

The last option is if the application is considered a change of use under the Uniform Construction Code, commonly known as the UCC, and is not in a redevelopment zone, the person will be given a UCC application to complete. This application must be approved by the Planning and Zoning Coordinator for zoning compliance first. If it is approved, then all four Subcode Officials will review it for UCC compliance.

Regardless of which of the three paths that were just described, once the prior approvals are received and the appropriate fees are paid, an inspection will be scheduled by the Building Department for the Construction Official to inspect the property. In the case of a change of use inspection, the applicant must call for the inspections to be scheduled for the Building, Plumbing, Electrical and Fire Subcode officials to come out.

After the inspection(s) are made, a report is generated that list items that need to be taken care of. The report is mailed to the applicant. The cover letter of the report advises all parties what needs to done to receive a temporary certificate.

Pennsauken Township Occupancy Certificate Application

Building Department Economic Development Planning and Zoning

This application is for existing commercial structures, multiple dwellings and vacant or abandoned one or two family dwellings that meet any of the following criteria:

A new owner of the commercial structure or multiple dwelling, a new owner of the commercial tenant, a new commercial tenant, or the one or two family dwelling being vacant or abandoned for more then 6 months.

Application Date: _____ Inspection Date: _____ Reference #: _____
(Office Use Only) (Office Use Only)

Address: _____ Block: _____ Lot: _____

Unit #: _____ Zoning: _____ (You must get this from the Planning and Zoning Dept.)

Number of Buildings: _____ Total square Footage of space: _____
If more than one building, square footage must be given for each building. You may attach the additional information to this form.

Fill out the pertinent information; if not applicable leave the area blank.

Ownership and/or agent information

Current Owner: _____ Current Agent: _____

Address: _____ Address: _____

City: _____ City: _____

Telephone: _____ Telephone: _____

Fax: _____ Fax: _____

E-mail: _____ E-mail: _____

New Owner: _____ New Agent: _____

Address: _____ Address: _____

City: _____ City_____

Phone: _____ Phone: _____

Fax: _____ Fax: _____

E-mail: _____ E-mail: _____

Current or Prior (if empty) Tenant Information

Current tenant: _____

Current Use or operation _____

Current occupant load: _____

Proposed Tenant Information

Proposed Tenant: _____

Current location of proposed tenant: _____

_____

Current Phone: _____ Current Fax: _____

Proposed tenant's use of the building: _____

_____

Proposed tenant's anticipated occupant load: _____

Applicant Information

Name:_____ **Signature:**_____

Mailing Address:_____

_____

Phone Number:_____ **Cell Number:**_____

E-Mail: _____

Office Use Only

Date received: _____ Fee: _____ Cash: _____ Check #: _____

Actual use group: _____ Construction Type: _____ Occupant Load: _____

Redevelopment Authority Approval_____ Date: _____

Zoning Approval: _____ Date: _____

Township Clerk Approval: _____ Date: _____

Building Department Approval: _____ Date: _____