

COMMERCIAL BUILDING C.C.O
CHANGE OF USE

- [] 1. ZONING APPROVAL
- [] 2. PROOF OF OWNERSHIP OR PERMISSION LETTER FROM PROPERTY OWNER WHEN LEASING/RENTING
- [] 3. 2 SETS OF SEALED PLANS BY ARCHITECT OR ENGINEER SHOWING
 - A. OPPOSING OCCUPANCIES ON ALL SIDES
 - B. OCCUPANCY LOAD
 - C. LIVE & DEAD LOADS
 - D. USE GROUP
 - E. CONSTRUCTION TYPE
 - F. ALL CONSTRUCTION & IF ANY DEMOLITION BEING DONE
- [] 4. 2 SETS OF DRAWINGS AND SPECIFICATIONS FOR ALL MECHANICAL SYSTEMS, IF NOT SHOWN ON SEALED PLANS
- [] 5. TECHNICAL CARDS AS REQUIRED & COMPLETED JACKET
 - A. BUILDING TECH
 - B. ELECTRIC TECH – SEALED
 - C. FIRE TECH – COPY OF LICENSE FOR ALARM & SUPPRESSION
 - D. PLUMBING – SEALED
- [] 6. REVIEW & APPROVAL FROM THE OCEAN COUNTY BOARD OF HEALTH DEPT FOR ALL KITCHEN RENOVATIONS
- [] 7. APPROVAL FROM M.U.A. FOR ALL NEW HOOK-UPS
- [] 8. VERIFICATION & APPROVAL FROM THE OCEAN COUNTY BOARD OF HEALTH DEPT FOR INCREASED SEPTIC FLOW & WELL WATER CERTIFICATION
- [] 9. RETAIL FOOD HANDLER: MUST REGISTER WITH THE TWP. CLERK’S OFFICE
- [] 10. RETAIL FOOD HANDLER: MUST BE INSPECTED BY THE OCEAN COUNTY BOARD OF HEALTH DEPT (COPY TO BE PROVIDED)
- [] 11. WHOLESALE FOOD HANDLER: MUST BE INSPECTED BY THE STATE HEALTH DEPT (COPY TO BE PROVIDED)

THIS PACKAGE WILL BE SUBMITTED TO THE SUBCODES FOR REVIEW

COMMERCIAL INSPECTION CHECKLIST
PLEASE SCHEDULE INSPECTIONS TWO WEEKS BEFORE OCCUPANCY

UTILITIES:

- **ALL UTILITIES** must be turned on and operable.
- **ALL MAJOR APPLIANCES** must be on and operational.
- Upon inspection, hot and cold water must be available.
- M.U.A. approval for service (water & sewer)

CERTIFICATIONS:

- Well water certification approved by the Ocean County Health Department.
- Fire alarm certification, if present.
- Sprinkler alarm certification, if present.
- Backflow preventor certification, if present.
- Boiler system certification, if present.
- Elevator certification, if present.
- Kitchen hood system certification, if present.

GENERAL:

- Check conditions of entrance stairs, platforms and railings
- Guards & rails required on stairways with three (3) or more steps.
- Double cylinder, keyed dead bolts are prohibited.
- Exhaust fans must be operational.
- Windows must be operational.
- No holes in walls, ceilings or floors.
- General maintenance of interior and exterior (painting)
- Structural cracks.
- Leaking roofs.
- All doors must be operational.
- Metal waste cans, must be available.
- All heating equipment must be operational.
- Utilities, meters and valves require protection from vehicles

ELECTRICAL:

- All switches and receptacles shall have their cover plates in place
- Any outlet within 6 feet of a sink must be GFI protected, if required.
- No open electrical wiring, all out of service wiring to be removed.
- Panel box shall not have open slots.

PLUMBING:

- All plumbing to be checked for leaks.
- Tap water, hot and cold shall be operational.
- Water cooler, if required.