



# ZONING CERTIFICATE OF OCCUPANCY

Division of Zoning | 1 Jackson Square, 2<sup>nd</sup> Floor, Jersey City NJ 07305 | (201) 547 4832 | zoning@jcnj.org

## APPLICATION CHECKLIST

A Certificate of Occupancy is issued once a property is in compliance with applicable provisions of the Municipal Construction Code, Zoning Code, Housing Code, Plumbing Code, Electrical Code, and all other municipal ordinances relating to building construction and maintenance. At the Division of Zoning, a Certificate of Occupancy application is reviewed and the premises are inspected for compliance with the [Chapter 345 of the Municipal Code](#), Zoning and Land Use Ordinances. Please note that a Certificate of Occupancy is invalid without the signature of the Zoning Officer and the Construction Code Official.

**To obtain a Zoning Certificate of Occupancy, please review and provide the following:**

Completed "Zoning Certificate of Occupancy Application"

Signed and Completed "[New Jersey Uniform Construction Code, Application for Certificate](#)"

Current photo(s) of the property, Google Street View images are not accepted

For Projects reviewed by the Zoning Board, Planning Board, or Historic Preservation Commission, include:

A signed and sealed letter from the Architect stating that the project is built in accordance with the Board approved plans with no deviation

Proof of payment based on the Schedule of Fees

## SCHEDULE OF FEES

Residential 1 to 4 dwelling units.....	\$100
Residential 5 plus dwelling units.....	\$100 (plus \$25 per each dwelling unit over 4)
Non-residential (including mixed use) under 5,000 square feet.....	\$100
Non-residential (including mixed use) 5,000 square feet to 49,999 square feet.....	\$300
Non-residential (including mixed use) 50,000 square feet and above.....	\$500

## PAYMENTS

All payments are payable to City of Jersey City.

Payment Method: Money Order, Certified Checks, OR [online: https://www.paylocalgov.com/Payment/SelectEntity/809](https://www.paylocalgov.com/Payment/SelectEntity/809)

## SUBMISSIONS

**E-mail:** [zoning@jcnj.org](mailto:zoning@jcnj.org) subject line Zoning Certificate of Occupancy

**Drop-off:** Division of Zoning Monday to Friday from 8:30 am to 3:30 pm

**For questions regarding the application and final fee determination contact the Division of Zoning at (201) 547 4832.**



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### SUBJECT PROPERTY

Address \_\_\_\_\_ Zone \_\_\_\_\_

Cross Street(s) \_\_\_\_\_ Ward \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

### CONTACT PERSON

Full Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail \_\_\_\_\_

SPECIFIC USE OR CHANGE OF USE: \_\_\_\_\_

### TYPE OF INSPECTION:

- Certificate of Occupancy (CO)
- Continued Certificate of Occupancy (CCO) must be signed by the Construction Official prior to submission.
- Temporary Certificate of Occupancy (TCO) at Owner's Request: \_\_\_\_\_

1. Did the project go before the Board of Adjustment?      Yes      No      DATE \_\_\_\_\_

2. Did the project go before the Planning Board?      Yes      No      DATE \_\_\_\_\_

3. Did the project go before the Historic Board?      Yes      No      DATE \_\_\_\_\_

### THIS SECTION TO BE COMPLETED BY CITY STAFF ONLY

INSPECTOR'S SIGNATURE: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

INSPECTOR'S NOTES: \_\_\_\_\_

ZONING OFFICER'S SIGNATURE: \_\_\_\_\_ APPROVED \_\_ DENIED \_\_ INCOMPLETE \_\_

ZONING OFFICER'S NOTES: \_\_\_\_\_