



Building Department
47 Broad Street
Eatontown, NJ 07724
Phone: (732) 389-7615+0
Fax: (732) 935-1822

APPLICATION FOR A COMMERCIAL CERTIFICATE OF OCCUPANCY

Please call for the fee

Block: _____ Lot: _____

Tenant or Applicant/Trading as: _____

Business Location: _____

Business Owner's Name and Address: _____

E- Mail: _____ Telephone # _____

Building Owner: Name and Address: _____

E-Mail: _____ Telephone # _____

Proposed Use: _____

Area of Allotted Space in Square Feet: Office: _____ Storage: _____ Other: _____

Please include a floor plan including dimensions and use of each space/room pertaining to this application.

Emergency contact and telephone # to be used during normal business hours.

Name: _____ Telephone # _____

Emergency contact and telephone # to be used after normal business hours.

Name: _____ Telephone # _____

Special Instructions: _____

Date: _____ Applicant's Signature: _____

In most cases, a Zoning Permit and a Mercantile License must also be applied for



**Borough of Eatontown
Building Department
47 Broad Street
permits@eatontownnj.com**

Commercial Certificate of Occupancy Fees

- 1-1000 square feet = \$50
- 1001-3000 square feet = \$100
- 3001-5000 square feet = \$125
- Over 5000 square feet = \$150

Mercantile Licensing Department
Ashley Yates
ayates@eatontownnj.com



Borough of Eatontown
47 Broad Street
Eatontown, NJ 07724

***CHECKS RECEIVED AFTER JANUARY 31ST WILL BE CHARGED A \$25 LATE FEE!
APPLICATION MUST BE INCLUDED WITH CHECK!***

NEW BUSINESS FEE \$100 ☐ ANNUAL RENEWAL FEE \$75 ☐ LATE FEE \$25 ☐

PLEASE COMPLETE THE ENTIRE APPLICATION LEGIBLY

NAME OF BUSINESS: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____

BUSINESS EMAIL: _____

TYPE OF BUSINESS: _____

ALL LICENSES WILL BE EMAILED TO THE ABOVE BUSINESS EMAIL

BUSINESS OWNER INFORMATION

NAME: _____

HOME ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL: _____

EMERGENCY CONTACT INFORMATION

NAME: _____

TELEPHONE NUMBER: _____

APPLICANT SIGNATURE

____/____/____
DATE

VISIT US ON THE WEB AT WWW.EATONTOWNNJ.COM/POLICE



FIRE PREVENTION BUREAU

47 Broad Street
Eatontown, NJ 07724
732-389-7620
FAX: 732-389-7670
fp@eatontownnj.com

PURSUANT TO EATONTOWN BOROUGH LOCAL ORDINANCE, AND NJAC 5: 70 - 1 ET. Seq. EVERY PERSON OR BUSINESS THAT IS SENT A REGISTRATION APPLICATION MUST RETURN SAME WITHIN FIFTEEN (15) DAYS. SUCH APPLICATION MUST BE COMPLETED IN ITS ENTIRETY. FAILURE TO FILE SAID APPLICATION WILL RESULT IN A MONETARY PENALTY.

PLEASE WRITE LEGIBLY!

BUSINESS INFORMATION

BUSINESS NAME: _____
BUSINESS ADDRESS: _____
BUSINESS EMAIL: _____
BUSINESS PHONE NUMBER: _____ SQUARE FOOTAGE: _____
EMERGENCY CONTACT NAME: _____ NUMBER: _____
EMERGENCY CONTACT NAME: _____ NUMBER: _____

BUSINESS OWNER INFORMATION

BUSINESS OWNER'S NAME: _____
BUSINESS OWNER'S PHONE NUMBER: _____
BUSINESS OWNER'S EMAIL ADDRESS: _____
BUSINESS OWNER'S MAILING ADDRESS: _____
FIRE ALARM COMPANY NAME: (if applicable) _____ PHONE NUMBER: _____
MANAGER NAME/PHONE NUMBER: _____

BUILDING OWNER INFORMATION

BUILDING OWNER'S NAME: _____
BUILDING OWNER'S MAILING ADDRESS: _____
BUILDING OWNER'S PHONE NUMBER: _____
BUILDING OWNER EMAIL ADDRESS: _____

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND TRUE:

NAME (PRINT): _____
SIGNATURE: _____ DATE: _____

**BUSINESS OWNER MUST SUPPLY A KEY FOR THE KNOX BOX. IF KEY IS
CHANGED, BUSINESS OWNER MUST NOTIFY EATONTOWN FIRE PREVENTION.**