

**DEPARTMENT OF COMMUNITY SERVICES**  
**512 SPRINGFIELD AVENUE**  
**SUMMIT, NJ 07901**  
**(908) 273-6408**

Log #	By:	Date Rec'd:
Fee:	Check #:	
Inspec. Date:		Insp. Time:

## APPLICATION - ZONING CERTIFICATE OF OCCUPANCY

(APPLICATION MUST BE SUBMITTED TEN (10) DAYS PRIOR TO THE REQUESTED INSPECTION DATE - NO EXCEPTIONS)

**\*\*PLEASE PRINT CLEARLY\*\***

1. Address: \_\_\_\_\_ Apartment #: \_\_\_\_\_
2. Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_ Owner Tel. #: \_\_\_\_\_
3. Present owner: \_\_\_\_\_  
 Owner's address: \_\_\_\_\_  
 Email: \_\_\_\_\_
4.  New owner or  tenant: \_\_\_\_\_ Owner-occupied:  Yes  No  
 [CHECK ONE] [NAME: REQUIRED PRIOR TO ISSUANCE OF CERTIFICATE]
5. Present use:  1-family;  2-family;  multi-family (# of units \_\_\_\_\_ )  
 Commercial (# tenants \_\_\_\_\_ ) [For non-residential applications, see question #6.]
6. Commercial properties: Present tenant/use: \_\_\_\_\_  
 Proposed use: \_\_\_\_\_ Sq. Feet: \_\_\_\_\_
7. Certificate requested for:  building or  tenant space? [CHECK ONE]
8. **ONE & TWO FAMILY DWELLINGS:** Inspections conducted on Tuesdays and Thursdays between 9:00 a.m. and 11:00 a.m. and on Wednesdays between 11:00 a.m. and 3:00 p.m. Someone must be at the premises to admit the inspector.  
**COMMERCIAL, APARTMENTS & CONDO UNITS:** Inspections conducted on Mondays and Tuesdays only, between 1:00 p.m. and 3:00 p.m. No exact times can be given. Someone must be at the premises to admit the inspector.
9. You will be given an inspection date (and time for 1-and-2-family only) when the application is brought in and the fee paid.
10. Agent for owner: \_\_\_\_\_ Agent on site cell # \_\_\_\_\_
11. Delivery Options:  
 Mail to: \_\_\_\_\_  
 I will pick up. **(C/O will be issued no earlier than 48 hours after the inspection date – NO EXCEPTIONS).**

\_\_\_\_\_  
 [PRINT APPLICANT'S NAME]

\_\_\_\_\_  
 [SIGNATURE OF APPLICANT]

\_\_\_\_\_  
 [DATE FILED]

**AS OF JANUARY 2019, SEALED UNIT 10 YEAR SMOKE DETECTORS MUST BE INSTALLED FOR INSPECTION.**

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A Temporary Certificate will only be issued when the Chief Inspector determines that corrections cannot be made due to weather or for "as is" sales. No T.C.O. will be issued when repair value exceeds \$200.00 unless an escrow account is established in a manner satisfactory to this office, with an amount sufficient to cover costs of the repairs.

**FEE MUST ACCOMPANY APPLICATION.** Make check payable to the **CITY OF SUMMIT.**

1. 1 or 2 family detached dwellings --- \$100.00 per unit.
2. Multi-family dwellings & attached 1-family dwelling units --- \$150.00 per unit.
3. Commercial properties --- based upon floor area of each tenant, calculated separately: 1-2,500 square feet = \$150.00; 2,501-5,000 sq. ft. = \$250.00; 5,001-10,000 sq. ft. = \$500.00; 10,001- greater = \$1,000.00