



Borough of Northvale
 116 Paris Avenue, Northvale New Jersey 07647
 201-767-3330 ext. 213
 Application for Commercial Property

ACTION

- Certificate of Occupancy (CO)
- Certificate of Continued Occupancy (CCO)
- Temporary Certificate of Occupancy (TCO)
- Lead Hazard Abatement Certificate of Clearance

USE GROUP: Previous _____ Current _____

BLOCK#: _____ **LOT#:** _____

PROPERTY ADDRESS: _____

PROPERTY OWNER NAME: _____

OWNER ADDRESS: _____

OWNER PHONE NUMBER: _____

EMAIL: _____

BUYER OR RENTER (CIRCLE ONE)

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

SIGNATURE: _____

CONTACT INFORMATION FOR DAY OF INSPECTION:

NAME: _____ **PHONE NUMBER:** _____

EMAIL: _____

A Set of "As Built" or amended drawings is required if the building or structure deviates from the approved plans filed with the construction permit. Use space below to describe any deviations from approved plans: _____



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If you are requesting a Temporary Certificate of Occupancy, please explain why in the space below.

DESCRIPTION OF WORK /USE: _____

I hereby attest, that to the best of my knowledge, all work has been completed in accordance with the approved plans, permits, and Regulations. Incomplete items listed on a Temporary Certificate of Occupancy will be completed by the date on the Certificate.

SIGNATURE: _____

- Buyer
- Renter

PLEASE NOTE:
 Inspections are conducted Wednesday & Thursday between 10:00AM-12:00PM. The fee for the inspection / CCO issuance is \$150.00. Please make check payable to: **Borough of Northvale**

Process | Steps to be taken before any certificates can be issued to occupy facility:

- Zoning Review
 - (if denied) you have the opportunity to bring application in front of the Zoning | Planning Board of Adjustment.
 - (if approved) you can move forward with Construction Application.
- Construction Application-to be accompanied by existing floor plan & proposed plan.
- Once all construction work is completed and approved, a CA will be issued.
- At this stage, a CCO must be obtained through the Building Department before occupancy is given.
- Call for final CCO inspection to occupy facility.

OFFICIAL USE ONLY

FEE: _____ CHECK #: _____ DATE RECEIVED: _____ RECEIVED BY: _____

INSPECTION DATE: _____ TIME: _____



BOROUGH OF NORTHVALE
BERGEN COUNTY, NEW JERSEY
 116 Paris Avenue Northvale, New Jersey 07647
 Phone: 201-767-3330 - Fax: 201-767-9631
<http://www.boroughofnorthvale.com/>



Zoning Review

PERMIT NUMBER #:

Date: _____

Applicant's Name: _____ Phone #: _____

Address: _____ Block #: _____

City, State, Zip: _____ Lot #: _____

Email: _____

Contractors Name: _____

Address: _____ Phone #: _____

Project Address: _____

Description of Project: _____

- | |
|---|
| <p>APPLICATION MUST BE ACCOMPANIED BY:</p> <ul style="list-style-type: none"> • SITE PLANS OR PROPERTY SURVEY SHOWING PROJECT WITH ALL DIMENSIONS • CODE REQUIREMENT REPORT FOR THE APPROPRIATE ZONE |
|---|

Signature of Applicant: X _____

OFFICE USE ONLY		
PERMIT: ISSUED _____	DENIED: _____	Date: _____
Reason for denial (if applicable): _____		

Conditions of Approval (if applicable): _____		

Zoning Official: _____

Project size: Small Fee: \$75.00 Med: \$100.00 Large \$150.00

Check#: _____ Cash: _____

New Jersey Department of Community Affairs
DIVISION OF FIRE SAFETY
PO Box 809
Trenton, New Jersey 08625-0809
Telephone: (609) 633-6144 FAX: (609) 633-6330



FIRE SAFETY REGISTRATION FORM

Owners of possible Life Hazard Use businesses must complete and file this form in accordance with the Uniform Fire Safety Act (N.J.A.C. 52:27D-192 et seq.). Failure to do so may result in a penalty of up to \$1,000.00

-----**Part A – Business Registration Information**-----

1. Business Ownership (mark the correct box):

- (0) Corporation (1) Private / Individual (2) Partnership (3) Condominium
(4) Cooperative (5) Government Agency (6) LLC Corporation

2. Business/Corporation Mailing Address:

If Private / Individual: Name: _____
Last First Middle Initial

If Other: _____
Give FULL Legal Name of Ownership, Including Corporation, Incorporated, Partnership, T/A etc.

Address: _____
PO Box Number or Street Number and Name

City: _____ State: _____ Zip Code: _____

Federal Employer (Tax ID) Number

Social Security Number (For Private / Individual Only)

In accordance with N.J.S.A. 52:27D -201 and N.J.A.C. 5:3-1.2, voluntary provision of your social security number will ensure the efficiency of its program's notification system.

Telephone: (_____) _____
Continued on Reverse Side

FOR FIRE OFFICIAL / DFS USE ONLY

USE CODE (S): _____

LEA Number: _____

Assigned Owner Number: _____ New Application

Alternate Owner Number: _____ Transfer

**3. Person To Receive Certified Mail Or Other Notices. If Same As Owner, Write "Same."
(Address must not be a PO Box)**

Name: _____

Address: _____
 Number Street Name

City: _____ State: _____ Zip Code: _____ - _____

Telephone: (____) _____ - _____

4. Briefly describe the building types and / or uses or businesses you own.

Part B – Business Location Information
(Physical location and name of the business)

5. Name of Building or Business: _____

Building Location: _____
(Number and Street)

Suite or Room Number: _____ Municipality: _____ County: _____

6. _____
 Block Number Lot Number Municipal Tax Account Number

7. _____
 Height of Building (in feet) Number of Stories Square Footage Occupant Load

Part C – Certification

8. I certify that all statements made by me on this registration application are true. I am aware that if any of the foregoing statements made me are willfully false, I am subject to punishment.

Signature of Owner or Agent Completing This Form Date

Printed Name of Owner or Agent Completing this Form Title

Street Address of Owner or Agent Completing This Form

City State Zip Code

Telephone Number of Owner or Agent Completing This Form: (____) _____ - _____



BOROUGH OF NORTHVALE
FIRE PREVENTION BUREAU
116 Paris Avenue Northvale, New Jersey 07647
Phone: 201-767-3330 Ext 213 - Fax: 201-767-9631
<http://www.boroughofnorthvale.com/>

Northvale ★

Life Hazard Application

Please provide the following information

Name of Business	
Address	
# of Employees	
Occupancy Load	

Total Square Footage	Individual Breakdowns

Description of Business Services, Processes, Etc....



Northvale Police Department

Serving Northvale/Rockleigh

To Current Business/Occupant:

Subject: Business Census/Alarm Notice

Please review the enclosed documents. In an effort to better support our local businesses the Northvale Police Department require the following items returned - even if you do not currently have an alarm:

1. Alarm Notice
 - a. Alarm Fee (if applicable)
2. Business Census

Please feel free to return these items by: email, fax, US Mail, or by walk-in. All of the information needed is located at the bottom of this letter. For the businesses that have alternate or corporate addresses: **PLEASE PROVIDE CORPORATE OR ALTERNATE ADDRESS** when returning these document.

If you have any question please feel free to contact the Northvale Police Department at 201-768-5900. Thank you in advanced, for your cooperation.

NORTHVALE POLICE
ATTN: R. DEVORE #24
116 PARIS AVENUE
NORTHVALE, NJ 07647



Northvale Police Department

Serving Northvale/Rockleigh

ALARM NOTICE

As per Borough Ordinance §61 Sec. 4 (D), your alarm permit must be renewed on or before February 1st of each year. THIS APPLICATIONS MUST BE COMPLETED EVEN IF THERE ARE NO CHANGES. If you have any questions about this procedure or your alarm system, please contact the Northvale Police Department at (201)768-5900.

Northvale Police Alarm Application

1. BUSINESS:

Business Name/Address: _____

Business Owner's Name: _____

Phone No.: _____ Fax No.: _____

Property Owner/Landlord Name: _____

Property Owner/Landlord Address: _____

Property Owner/Landlord Phone No.: _____

Website: _____ Email Address: _____

2. ALARM COMPANY:

Alarm Name: _____

Alarm Address: _____

Phone No.: _____ Fax No.: _____

3. DESCRIPTION OF ALARM:

Burglar Alarm	Fire Alarm	Other Alarm:
Weapons	Hazardous Material	Other:

4. EXACT LOCATON OF ALARM CONTROL PANEL:

5. CONTACT PERSONS:

Name: _____ Home: _____ Mobile: _____

Name: _____ Home: _____ Mobile: _____

Name: _____ Home: _____ Mobile: _____



Northvale Police Department

Serving Northvale/Rockleigh

6. ALARM PERMITS MUST BE RENEWED EACH YEAR. TO ASSIST YOU, THE POLICE DEPARTMENT WILL SEND YOU A NOTICE OF RENEWAL. IF YOU CHANGE THE PERSON TO BE CONTACTED AT ANYTIME, IT IS YOUR RESPONSIBILITY TO NOTIFY THE POLICE DEPARTMENT AS SOON AS POSSIBLE.
7. ALARM SYSTEMS ARE REGULATED BY BOROUGH ORDINANCE #61 SEC. 7 (A) (1). BY ORDINANCE, YOU ARE ALLOWED TWO (2) FALSE ALARMS IN ANY SIX (6) MONTHS PERIOD. YOU WILL RECEIVE A WARNING FOR THESE ALARM ACTIVATIONS. AFTER TWO (2) WARNINGS, A SUMMONS MAY BE ISSUED WHICH CARRIES A FINE OF NOT MORE THAN \$100.00. THE ALARM MUST RESET AFTER FIFTEEN (15) MINUTES.
8. THE CHIEF OF POLICE MAY REMOVE OR SUSPEND PERMITS AT HIS DISCRETION AS PER BOROUGH ORDINANCE #469. IF THE SYSTEM BECOMES A PUBLIC ANNOYANCE.
9. THE PERMIT IS NOT TRANSFERABLE. IF YOU MOVE FROM WHERE THE SYSTEM IS REGISTERED WITHIN THE TOWN, YOU MUST OBTAIN A NEW ONE. IF YOUR COMPANY OPENS MULTIPLE BUSINESSES IN THE TOWN, A SEPARATE PERMIT MUST BE OBTAINED FOR EACH LOCATION.
10. PERSONS TO BE CONTACTED ARE PERSONS WHO YOU DESIGNATE TO BE NOTIFIED AND TO RESPOND IN THE EVENT OF AN ALARM ACTIVATION IN YOUR ABSENCE, WHEN YOU ARE UNABLE TO BE REACHED OR AFTER BUSINESS HOURS.

CONSENT

THE UNDERSIGNED HEREBY CONSENTS TO DEFEND, INDEMNIFY AND SAVE HARMLESS THE BOROUGH OF NORTHVALE AND ITS AUTHORIZED OFFICIALS, AGENTS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL DAMAGES, COSTS, EXPENSE AND LIABILITY ARISING OUT OF THE ACTS OR FAILURE TO ACT OF THE MUNICIPALITY IN DISCONNECTING AN ALARM DEVICE AS A RESULT OF VIOLATION OF THE FALSE ALARM PROVISIONS CONTAINED IN ORDINANCE CHAPTER 61 AND ANY AMENDMENTS OR SUPPLEMENTS THERETO, REGARDLESS OF THE MANNER IN WHICH SAID ALARM MAY BE DISCONNECTED.

DATED: _____ SIGNATURE: _____

FEE SCHEDULE

\$10.00 A YEAR IF ALARM IS AUDIBLE ONLY

\$50.00 A YEAR IF ALARM IS DIALED INTO POLICE OR A CENTRAL DISPATCHER.

Northvale Police Department

P.O. DeVore #24

Alarms Officer



Northvale Police Department

Serving Northvale/Rockleigh

ALARM PERMIT REGISTRATION NOTICE

BOROUGH OF NORTHVALE ALARM ORDINANCE. NORTHVALE BOROUGH CODE §61 SEC. 7 (A) (1)
READS AS FOLLOWS:

FOR EACH FALSE ALARM OF ANY KIND COMMUNICATED TO THE POLICE DEPARTMENT OF THE BOROUGH OF NORTHVALE, A RECORD SHALL BE KEPT BY THE POLICE DEPARTMENT OF THE BOROUGH OF NORTHVALE, AND WHERE IT IS DETERMINED THAT SUCH FALSE ALARM ORIGINATED AT A PERMITTEE'S PREMISES, THE FOLLOWING PROCEDURE SHALL BE ADHERED TO:

1. FOR THE FIRST AND SECOND FALSE ALARM GIVEN IN ANY SIX-MONTH PERIOD, A WARNING SHALL BE ISSUED BY THE POLICE DEPARTMENT TO THE PERMITTEE.
2. FOR THE THIRD AND ANY SUBSEQUENT FALSE ALARM IN ANY GIVEN SIX-MONTH PERIOD, A PENALTY OF NOT MORE THAN \$100 SHALL BE PAID TO THE BOROUGH OF NORTHVALE, AND SUCH PENALTY SHALL BE PAYABLE FOR EACH FALSE ALARM SUBSEQUENT TO THE SECOND DURING THE SAID SIX MONTH PERIOD.

Please make all checks payable to, Borough of Northvale. If you have any questions in regards to this procedure please contact the Northvale Police Department at 201-768-5900.

Please Return To:

NORTHVALE POLICE
ATTN: R. DEVORE #24
116 PARIS AVENUE
NORTHVALE, NJ 07647

Alarms must be phoned in at 201-768-5900.



Northvale Police Department

Serving Northvale/Rockleigh

ALARM APPLICATION NOTICE

To whom it may concern:

As per Borough Ordinances §61-4D, all alarms expire on December 31 of the year and shall not be valid after said date. A renewal permit must be filed with the Chief of Police on or before February 1st of each year and shall be accompanied by the Fifty Dollars (\$50.00) annual fee) for all commercial businesses. Please include your check for the fee payable to, The Borough of Northvale.

INCLUDE A LIST OF NAMES AND PHONE NUMBERS OF THE PERSON/EMPLOYEES WHO ARE TO BE NOTIFIED IN THE EVENT OF AN EMERGENCY OR AN ALARM ACTIVATION THAT OCCURS WHEN THERE ARE NO PERSON/S ON THE PREMISES. IT IS YOUR RESPONSIBILITY TO NOTIFY THE NORTHVALE POLICE OF ANY CHANGES AT ANYTIME DURING THE YEAR!

THE APPLICATION MUST BE COMPLETED AND RETURNED EVEN IF THERE ARE NO CHANGES FROM THE PREVIOUS YEAR. If you have any questions about this procedure or your alarm system, please contact the Northvale Police Department at (201)768-5900.

Please return the application ASAP to:

Northvale Police Department

116 Paris Avenue

Northvale, NJ 07647

Attention: Ptlm. DeVore #24



Northvale Police Department

Serving Northvale/Rockleigh

BUSINESS CENSUS

1. Business Name: _____

Address: _____

Phone: _____ Fax: _____

Owner's Name: _____

Landlord/Property Manager Name: _____

Landlord/Property Manager Address _____

Website: _____ Email: _____

Type of Business: _____

2. ALARM SYSTEM COMPANY:

Name: _____

Address: _____

Phone: _____ Fax: _____

3. DESCRIPTION OF ALARM:

On Site: Burglar Fire Other

On Site: Weapon Hazardous Material Other

Other: _____

4. EXACT LOCATION OF ALARM CONTROL PANEL:

5. CONTACT PERSONS

Name:	Home No.:	Mobile No.:
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1. _____

2. _____

3. _____