

**THE FOLLOWING ITEMS MUST BE  
COMPLETED PRIOR TO SUBMITTING A  
COMMERICAL CO APPLICATION TO THE  
LONG BRANCH FIRE MARSHAL'S OFFICE**

**COPY OF MERCANTILE LICENSE.**

**COPY OF "APPROVED" ZONING PERMIT FROM ZONING OFFICE.**

**PRINT OUT FROM LONG BRANCH SEWERAGE AUTHORITY OF SEWER BILL SHOWING PAID TO CURRENT QUARTER. (LOCATION OF SEWERAGE AUTHORITY IS 150 JOLINE AVENUE.)**

**PRINT OUT FROM LONG BRANCH TAX OFFICE OF TAX BILL SHOWING PAID TO CURRENT QUARTER. (LOCATION OF TAX OFFICE IS ACROSS THE PARKING LOT IN MAIN BUILDING OF CITY HALL.)**

**"NO OPEN BUILDING PERMITS" WHICH IS ATTACHED TO YOUR COMMERICAL CO APPLICATION MUST BE SIGNED OFF FROM LONG BRANCH BUILDING DEPT. (LOCATED IN SAME BUILDING AS FIRE MARSHAL'S OFFICE.)**



**City of Long Branch  
Office of the Fire Marshal  
344 Broadway  
Long Branch, New Jersey 07740**

**The Following will be some of the things addressed during a Commercial C.O.**

- 1. All areas must be accessible for inspection.**
- 2. Exit lights must be in working order.**
- 3. Emergency lights must be in working order.**
- 4. Fire extinguishers must be tagged and current.**
- 5. Provide current fire alarm certification.**
- 6. Storage must be neat and orderly.**
- 7. Provide Knox box keys for units in building equipped with fire alarm or sprinkler system.**
- 8. Provide 36" clearance around heating equipment.**
- 9. Provide 30" clearance around electrical service equipment.**
- 10. Extension cords cannot be used to replace permanent wiring.**
- 11. Provide fire sprinkler system certification.**
- 12. Storage must be a minimum of 18" away from sprinkler heads.**
- 13. Carbon Monoxide Alarms of battery power, hardwire, or plug-in type are required in ALL commercial Structures in the area of every adjacent room, 2 floors below, and 2 floors above ALL fuel burning heating & cooking appliances.**

**Inspections are conducted under the NJ Uniform Fire Code, International Property Maintenance Code and Long Branch Municipal Ordinances. The above list is not meant to be all-inclusive. Please contact the Fire Marshal's Office with your concerns for more information. You can also review the 2015 International Property Maintenance Code, (available in the office of the City Clerk.)**



City of Long Branch, Office of the Fire  
Marshal  
344 Broadway, Long Branch, NJ 07740

**COMMERCIAL CERTIFICATE OF OCCUPANCY APPLICATION**

CCO# \_\_\_\_\_

APPLICATION IS HEREIN MADE FOR INSPECTION OF THE FOLLOWING PREMISES AND  
ISSUANCE OF A COMMERCIAL CERTIFICATE OF OCCUPANCY (C of O) AS REQUIRED BY

DATE: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ZONE: \_\_\_\_\_

1. Property Address \_\_\_\_\_ Floor / Suite #: \_\_\_\_\_

2. Name of Prospective Business: \_\_\_\_\_

3. Business Owner Name: \_\_\_\_\_

4. Business Owner Home Address:  
(No P.O Box Number Accepted) \_\_\_\_\_

5. Telephone # of Owner: Work: \_\_\_\_\_ Home: \_\_\_\_\_

\*\*\*Emergency 24 Hours\*\*\* \_\_\_\_\_

6. Type of Business:  
Educational: \_\_\_\_\_ Assembly: \_\_\_\_\_ Business: \_\_\_\_\_ Other: \_\_\_\_\_  
Institution: \_\_\_\_\_ Mercantile: \_\_\_\_\_ Manufacturing: \_\_\_\_\_ Square Footage: \_\_\_\_\_  
Transfer of Title: \_\_\_\_\_

7. Building Owner Name: \_\_\_\_\_

8. Building Owner Address: \_\_\_\_\_

9. Telephone # of Building Owner: \_\_\_\_\_

Method of Payment (check one) Money Orde \_\_\_\_\_ Check \_\_\_\_\_

10. Zoning/Planning Approval Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

(Before a Commercial Certificate of Occupancy can be issued, a copy of the Zoning Permit MUST be submitted to this office)

11. Outstanding Building Permits Yes \_\_\_\_\_ No: \_\_\_\_\_

\*Inspections will not be made until all permits have been finalized by the Building Department.  
(construction, plumbing, electrical, fire sub-code, etc.)

Note: In food establishments a Certificate of Inspection from the Health Department must be provided at time of inspection or C.O. will not be issued.

12. Signature of Applicant: \_\_\_\_\_

**Official Use Only:**

Date of Inspection: \_\_\_\_\_ Time: \_\_\_\_\_

Inspectors Signature: \_\_\_\_\_

**COMMERCIAL CERTIFICATE OF OCCUPANCY FEE IS \$60.00 (payable to City of Long Branch)**

FAILURE TO MAKE APPLICATION FOR INSPECTION AND OBTAIN A CO MAY BE PUNISHABLE BY FINE IN MUNICIPAL COURT. THE BUILDING MUST MEET THE STANDARDS OF THE 2015 INTERNATIONAL PROPERTY MAINTENANCE CODE AND THE NJ UNIFORM FIRE CODE (NJAC 5:70). Copies of these standards are available with the City Clerk. APPLICATION IS GOOD FOR 30 DAYS, INCLUDING RE-INSPECTION.



**City of Long Branch Building Department**  
344 Broadway  
Long Branch, NJ 07740



Phone 732 571-5690 Fax 732 571-2450

Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Owner: \_\_\_\_\_

The building department has no open construction permits for the property listed above.

*For Office Use Only*

Bldg. Dept. Rep: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_