

**MARLBORO TOWNSHIP  
COMMUNITY DEVELOPMENT  
1979 TOWNSHIP DRIVE  
MARLBORO, NEW JERSEY 07746  
732 536-0200 EXT 1809**

**COMMERCIAL CONTINUING CERTIFICATE OF OCCUPANCY (CCO) PROGRAM**

Pursuant to Section 278-2 of the Township Code, a CCO is required prior to the sale, transfer, lease or rent of ownership a property. The purpose of the program is to ensure the safety of business owners, customers and public safety personnel by confirming that all commercial structures are safe for occupancy as well as applicable Township Ordinances.

**REQUIREMENTS:**

Note that all forms must be submitted completed with the requested business information and occupancy date. Incomplete applications will be returned to the applicant.

- Letter of Intent: The Zoning Officer will review in order to confirm that the proposed business is permitted in the zone. Please refer to Chapter 220 Land Use and Development of the Township Code book (<https://ecode360.com/12875022>), or feel free to contact the Zoning Officer at (732) 536-0200 ext. 1809.
  
- Business Improvement: The Construction Office will review in order to confirm whether there are any open construction permits or if there is a change of use required. If it is determined that construction permits are required and/or a change of use is required, the CCO will be issued only after the permits have been separately applied for and closed out with the Construction Office.
  
- Certificate of Insurance: Pursuant to State Statute (P.L. 2022 c.92), the owner of a business shall maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000.00 for combined property damage and bodily injury or death of one or more persons in any accident or occurrence.

## TOWNSHIP FEES:

Commercial CCO Application and Fire Certificate	\$135.00
Mercantile License	\$ 50.00
Food Handler License	\$ 25.00
Kennel License	\$ 25.00

- All fees must be submitted with Commercial CCO Application.

## HOW TO SUBMIT AN APPLICATION:

- Hard copy submitted to the Zoning Office during normal business hours from 8:30 am-4:30 pm.
- Hard copy, may be submitted 24 hours per day in the drop box located in the vestibule at the main entrance of the Township. Please indicate “Zoning Office CCO” on envelope.

## HELPFUL HINTS:

- To confirm that your business is permitted in the zone, please refer to Chapter 220 Land Use and Development of the Township Code book (<https://ecode360.com/12875022>), or feel free to contact our Zoning officer at (732) 536-0200 ext. 1809.
- Please confirm your Use Group classification as defined in the Uniform Construction Code (UCC), before submitting the application. Under the UCC, buildings and structures shall be classified with respect to occupancy and comply with the requirements applicable to each classification.
- Include all required fees.
- Letter of Intent must be filled out completely.

## QUESTIONS?

Call 732 536-0200 ext. 1809 or [e-mail Zoning@marlboro-nj.gov](mailto:Zoning@marlboro-nj.gov) for application questions  
Call 732 536-0200 ext. 1800 or [e-mail Building@marlboro-nj.gov](mailto:Building@marlboro-nj.gov) for questions regarding open permits and use groups.