TOWNSHIP OF EDISON
MAYOR SAM JOSHI
DEPARTMENT OF ENGINEERING
DIVISION OF CODE ENFORCEMENT
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COMMERCIAL TENANCY/RESALE/NAME CHANGE CERTIFICATE APPLICATION

Per Ordinance No. 0.1867-2014-Every change in occupancy or ownership requires a Certificate to be issued by the Township of Edison, prior to the space being occupied.

APPLICATION IS NOT FOR TENANT FIT OUT OR CHANGE OF USE

CHECK ONE: Tenant ☐ Resale ☐ Name Change ☐

SUBMISSION REQUIREMENTS:

- Site plan showing building location and parking (must be legible)
- Sealed Architectural Floor Plan, must include the following:
  1. Exits & Emergency exit lighting
  2. Offices & Corridors
  3. Bathroom (ADA or N/A)
  4. Occupant load
  5. Use group
- Copy of Certificate from existing tenant/owner
- **Fees:** Two (2) separate checks, both payable to Township of Edison:
  - $50.00-Zoning Department
  - $150.00 Building Department

Office Use Only:

Inspection Date: _____

CERT#: _____

*****MUST BE FILLED OUT COMPLETELY, PLEASE PRINT CLEARLY AND LEGIBLY*****

APPLICATION DATE: _____

PROPERTY ADDRESS: _____ ZIP CODE: _____

SUITE OR UNIT #: _____ BLOCK: _____ LOT: _____

ZONE: _____ USE GROUP: _____ OCCUPANT LOAD: ☐ Less than 50 ☐ More than 50 ☐ More than 200

OWNER OR SELLER OF PROPERTY

NAME: _____

ADDRESS: _____

NO P.O BOXES

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____

NAME OF CURRENT OR PREVIOUS TENANT: _____

TYPE OF BUSINESS FOR CURRENT OR PREVIOUS TENANT: _____

TENANT OR BUYER: CHECK ONE: ☐ NEW TENANT ☐ SALE OF BUILDING ☐ SALE OF BUSINESS

BUSINESS NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____ PHONE# _____

TYPE OF BUSINESS: _____

DESCRIBE BUSINESS ACTIVITIES: _____

DESCRIBE IMPROVEMENTS THAT WILL BE MADE TO THE INTERIOR OR EXTERIOR OF THE PROPERTY.

PLEASE BE AS DETAILED AS POSSIBLE: _____

_____

_____

PROPOSED OCCUPANT LOAD: _____ USE GROUP: _____

_____ PRINT NAME OF OWNER OR SELLER	_____ SIGNATURE OF OWNER OR SELLER	_____ DATE	☐ N/A
_____ PRINT NAME OF TENANT	_____ SIGNATURE OF TENANT	_____ DATE	☐ N/A
_____ PRINT NAME OF BUYER	_____ SIGNATURE OF BUYER	_____ DATE	☐ N/A

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