CITY OF PASSAIC

MAYOR HECTOR C. LORA

TENANT FIT OUT CHECKLIST FOR CO & CCO

City of Passaic Construction Department

1. Application for Certificate CO/CCO (UCC - Form 27)
2. Copy of "LLC; INC or PARTNERSHIP" Formation (Division of Revenue & Enterprise)
3. PVSC Application Form (Sewer Connection Verification)
4. PVWC - (5years) Water Consumption Infonnation. (Please call 973 340-4300)
5. One (01) Sign & Seal Architectural Drawings+ (01) PDF (Applicable for New COs)
6. Detail Sketch/Layout drawing of "Existing" Business Area (Size & Sq/ft required)
7. Health Department Application Form & Layout (For all food related Occupancies)
8. Fire-Prevention Application Form (Applicable for all Occupancies)
9. Fee Payment..... New/Change of Use CO ($174)..... CCO ($ 120)
10. Applicant shall contact the Clerk's Office for any additional Licenses.
11. New Tenant shall submit permit applications for new sign/advertising. (Mandatory)

****NOTE: NO CO/CCO; WILL BE ISSUED UNTIL ALL DOCUMENTS ARE:**

- Submitted; Approved; Paid, and have the "Business Location Inspected"

- For FOOD/BEVERAGES related applications NO CO/CCO will be grant until a copy of "SATISFACTORY INSPECTION" are presented.

- Occupancy prior to the issuance of a Certificate of Occupancy is a violation of the New Jersey Uniform Construction Code and Regulations per N.J.A.C. 5:23-2.23 and subject to a $2,000.00 penalty.