



Borough of Hillsdale

380 Hillsdale Avenue • Hillsdale, New Jersey 07642-2794
201-722-2612 • Fax: 201-664-0337 • www.hillsdalenj.org

Zoning Office

Borough of Hillsdale
380 Hillsdale Avenue
Hillsdale, NJ 07642
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Requirements for a change of ownership or tenancy of a commercial building or business.

1. A New Business application shall be submitted by the new owner or tenant for all non-residential buildings in the Borough of Hillsdale. The fee for a zoning review is Eighty dollars. (\$80.00)
2. The application shall state whether the use is to remain the same or if a change from the current use to a different use is proposed.
3. If changes are proposed to be made to the site or to the current use, a description of the new use and any proposed work must be submitted to the zoning department. A current property survey or approved site plan must also be submitted.
4. If changes are being proposed to the interior of the structure an application for construction permits, along with architectural drawings must be submitted to the Building Department for their review and approval.
5. If no changes are proposed, and after a review by the Zoning Officer and Fire Official, a fire prevention inspection will take place. Every change of tenant in any commercial space, must provide the following: Architectural floor plans and reflective ceiling plan – indicating existing or new exit signs and lights as well as Occupancy Load, Use group, Construction Class/ Key map of the building with tenants must be provided.



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NEW BUSINESS APPLICATION

Date: _____

Control No. _____

Property Address _____ Block ____ Lot ____ Zone _____

Property Owner Name _____ Address _____

New Business Name _____ E-Mail _____

Prior Business Name _____

Tenant Name _____

Tenant Home Address _____

Business Phone No. _____ Emergency contact Phone No. _____

Type of Business _____

Building Improvements proposed? Yes ____ No ____ Explain _____

Interior Square Footage _____

Applicant Signature _____ Date _____

Check payable to: the Borough of Hillsdale, NJ for **\$ 80.00**

Anthony Merlino - Zoning Official _____ Date _____

CHECK AMOUNT _____ CHECK NO. _____ DATE PAID _____

Hillsdale Fire Prevention Bureau

380 Hillsdale Ave.
Hillsdale, New Jersey 07642
Voice Mail: 201-722-2612 ex-1564
Fax: 201-664-0337

Annual or New Business Registration
(please print or type all information)

The Uniform Fire Code states:

The owner of all businesses, occupancies, buildings, structures, or premises required to be inspected under Section 52:27D-203 shall apply annually to the Local Enforcing Agency for a Certificate of Registration upon forms provided by the Fire Official.

It shall be a VIOLATION of this Code for any owner to fail to return such forms to the Local Enforcing Agency and/or Fire Official within Sixty (60) days of receipt. 52:27D-203

this area office use only

Local I.D.#: _____ State I.D.#: _____ Date Registered: _____

Business Name: _____

Street Address: _____

Phone #: _____ Fax #: _____

Do you... **OWN or LEASE** the property (circle one) **Your sq. ft. total:** _____

Building Owner's Name: _____

Federal I.D. Number: _____ Phone #: _____

Street Address: _____

Business Owner's Name: _____

Federal I.D. Number: _____ Phone #: _____

Street Address: _____

Business Type: Individual _____ Partnership _____ Corporation _____ Other _____

Government _____ Cooperative _____ Condominium _____ LLC _____

Manager/Agent:

Name: _____

Address: _____

City, State Zip: _____

Phone: _____

Please indicate with an arrow where all mail, actions, orders, or notices are to be sent.

APPLICATION FOR REGISTRATION OF BUSINESS

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this area office use only

Local ID#: _____ State ID#: _____ Date Registered: _____

Emergency Contacts:

#1: _____ Phone #: _____

#2: _____ Phone #: _____

#3: _____ Phone #: _____

Alarm/Suppression System Information:

Smoke Detectors Only Sprinkler System Only Both None

Monitoring Co. Name: _____ NOT Monitored

Phone #: _____

Required Key Box location: By Front Door Left Side of Bldg.

Right Side of Bldg Rear of Bldg. No Box Present

Description of use/occupancy of this building/business:

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION, THAT THE INFORMATION GIVEN IS CORRECT, THAT I AM THE OWNER OR DULY AUTHORIZED TO ACT IN THE OWNER'S BEHALF, AND AS SUCH HEREBY AGREE TO COMPLY WITH THE APPLICABLE REQUIREMENTS OF THE UNIFORM FIRE SAFETY CODE AS WELL AS ANY SPECIFIC CONDITIONS IMPOSED BY THE FIRE OFFICIAL.

Print Name

Signature

Title

Date