



Borough of Roselle Park
Department of Building and Uniform Construction Code
110 East Westfield Avenue, 2nd Floor
Roselle Park, New Jersey 07204
908.245.2721 / www.rosellepark.net

BUSINESS CERTIFICATE OF OCCUPANCY (BCO)

Guidance Document and Application

New or Change of Commercial Tenant

- **When Required:** Whenever there is a change in tenant (or occupancy) in a commercial or industrial building, a Business Certificate of Occupancy is **required**. The BCO inspection is NOT a Uniform Construction Code inspection.
- **Coordination with other Departments:** A **Zoning Permit** is also required with a change in tenant or a change in occupancy. A Health Department approval will be required if the change in tenant or occupancy involves a restaurant or food business. Certain businesses also require a separate license from the Municipal Clerk.
- **Required Forms:** a BCO application shall be filled out and signed by the new tenant/owner and submitted to the Department of Building and Uniform Construction Code with the required fee of \$100.00. The BCO inspection date is scheduled upon submittal of the application and the applicant shall verify or correct the inspection items as listed on the attached BCO checklist prior to the inspection.
- **Process:** A visual inspection is conducted based upon the requirements outlined in the Roselle Park Municipal Land Use Code. Upon approval, a non-UCC Business Certificate of Occupancy is issued.



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TENANT APPLICATION BUSINESS CERTIFICATE OF OCCUPANCY

***This is NOT a NJUCC Code Inspection. Visual Inspection Only!**

PROPERTY INFORMATION			
Address:			
Block:	Lot:		
NEW TENANT INFORMATION			
Name:			
Address:			
Cell #:	Other Phone #:		
Email Address:			
BUILDING/PROPERTY OWNER INFORMATION			
Name:			
Address:			
Cell #:	Other Phone #:		
Email Address:			
CHANGE IN TENANT INFORMATION			
New Business Name:			
Existing Business Name:			
Proposed Use (i.e. office, deli, salon):			
Existing Use (i.e. office, deli, salon):			
Signature of New Tenant:		Date:	
FOR OFFICE USE ONLY			
USE GROUP	PREVIOUS:	NEW:	BOARD APPROVAL Y/N
PAYMENT	CASH:	CHECK #:	BCO #
INSPECTIONS: PASS / FAIL, INITIAL AND DATE			
BUILDING	ELECTRIC	PLUMBING	FIRE



BUSINESS CERTIFICATE OF OCCUPANCY

BCO CHECKLIST FOR COMMERCIAL PROPERTIES

Owner will be responsible to verify and validate compliance with the below items prior to inspection and before a BCO certificate is issued. Specific details of the BCO location, floor, suite number, tenant name, etc. shall be included with the application. A representative must be present during the time of the BCO inspection.

**NO WORK SHALL BE PERFORMED WITHOUT PERMITS.
ALL OPEN PERMITS MUST BE CLOSED BEFORE A BCO IS ISSUED.**

BUILDING INSPECTION:

- Check all exits are clear and in working order
- Check egress lighting is in working order
- Interior finishes are complete

ELECTRICAL INSPECTION:

- Check for any electric hazards
- Check for open or exposed wires
- Check electric panel for missing or open breakers
- Remove all extension cords
- Check for GFCI's
- Confirm clearance to electric panel is 36"

PLUMBING INSPECTION

- Check heating equipment for proper venting
 - Boilers: back flow devices on water supply to boilers
 - Furnaces
 - Hot water heater: pressure relief valve piping
- Water temperature limiting devices are installed and working properly
- All fixtures are in proper working order

FIRE INSPECTION

- Check all exit and emergency lighting (install batteries if needed)
- Check suppression system (must be inspected and tagged)
- Check alarm system (must be serviced and tagged)
- Check proper location of extinguishers (must be hung and tagged)
- Check proper storage clearances:
 - Sprinklers: 18"
 - Heating Equipment 36"



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- If a supervised alarm system is present, a responsible person must be on site to test the system or certification papers must be provided.
- If a kitchen hood suppression system is present, it must be tagged and tested.

MEANS OF EGRESS DOORS:

If magnetic locks or card readers are present, they must be in operable working order and installed as per code:

- Push to release button installed
- Motion sensor present above door
- Lock deactivates upon alarm activation, sprinkler activation and power loss

BUREAU OF FIRE PREVENTION:

Businesses are required to register with the Bureau of Fire Prevention and complete an annual inspection.

If applicable as per the Uniform Fire Code, windowless stories may require a suppression system or an alarm system. If your basement does not have a suppression system or a supervised smoke detection system, please contact the Roselle Park Fire Official at: 908. 245.6222, ext. 1600



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Bureau of Fire Prevention
Business Information Update/Registration Form

Select: New Business Registration Existing Business Information Update

Date: _____

Business Name: _____

Business Owner: _____

Business Address: _____

Business Owner Address: _____

Business Phone #: _____

Business Owner Phone #: _____

Business Owner E-mail: _____

Type of Business: _____

Business/Building Emergency Contacts: (Reachable after hours in case of emergency)

1) Name _____ Phone # _____

2) Name _____ Phone # _____

3) Name _____ Phone # _____

Building Owner: _____

Building Owner Address: _____

Building Owner Phone #: _____

BUSINESS/BUILDING INFORMATION:

Are Hazardous Materials Used or Stored on-site? YES* NO *If yes, please provide details.

Is commercial cooking equipment used on-site? YES NO

Fire Service Key (Knox) Box: YES* NO *If yes – are keys updated and functional? YES NO

Fire Detection (smoke/heat detection): YES NO Sprinklers: YES NO

Please return completed form to the above address or e-mail to: jsgnorello@rosellepark.net