



Request for Tenancy Change Requirements

*****Non-Residential Properties Only*****

Note #1: the following information must be submitted as part of a Zoning Permit Application by the applicant or representative of the proposed establishment *in letter form* and on official business letterhead with date and signature included; the signatures provided on the submissions, by both the tenant and landlord, must be attested to by a notary public (see attached affidavits):

Proposed Establishment (New Tenant)

- 1.) Site Address (including Block and Lot Numbers);
- 2.) Name of Establishment (Doing Business As- "DBA");
- 3.) Type of Establishment/Use of Tenant Space;
- 4.) Services/Products to be Offered;
- 5.) Equipment, Furniture, Material, etc., to be Present/Utilized On-Site to Assist in Conducting Business;
- 6.) Area (Square Footage) of Space to be Occupied;
- 7.) Area (Square Footage) of Entire Property/Building in Which Tenant Space is Located;
- 8.) Number of Employees;
- 9.) Days/Hours of Operation;
- 10.) Number of Parking Spaces Reserved for Employees;
- 11.) Number of Parking Spaces Reserved for Customers;
- 12.) Number of Parking Spaces Required as per Chapter 173-48 <Table X-1> of Borough Code;
- 13.) Number/Type of Signs to be Installed- ***to be Filed as Separate Zoning Permit Application***;
- 14.) History of Prior Decisions (Resolutions) Rendered Upon Subject Property by Borough's Land Use Boards;

Previous Establishment (Prior to Vacancy)

- 1.) Name of Establishment (Did Business As- "DBA");
- 2.) Type of Establishment/Use of Tenant Space;
- 3.) Services/Products that were Offered;
- 4.) Equipment, Furniture, Material, etc., that was Present/Utilized On-Site to Assist in Conducting Business;

Note #2: floor plan(s) depicting existing and proposed interior layouts (entrances/exits, windows, partitions, doorways, equipment, tables/seating, etc.) must accompany the above-mentioned documentation; non-professional renderings, drawn to scale, are acceptable if no structural changes are to be made to the subject space; otherwise, plans prepared by a New Jersey-licensed design professional will be required; if an applicant's business involves outdoor activities, a survey (copy of original that is drawn to scale) indicating existing and proposed exterior layouts, shall be required as well;

Note #3: non-residential tenants are prohibited from occupying and operating out of the subject premises until both a Certificate of Occupancy or Business Certificate of Continued Occupancy (BCCO) is issued by the Building Department and the establishment is registered with the Fire Prevention Bureau (see attached form);

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature of Applicant

Print/Type Applicant Name

STATE OF NEW JERSEY)
) SS.:
COUNTY OF BERGEN)

I certify that on _____, 20____, _____ personally came before me and acknowledged under oath, to my satisfaction, that this person (or if more than one, each person):

- (a) is named in and personally signed this document; and**
- (b) signed, sealed and delivered this document as his or her act and deed.**

**NOTARY PUBLIC OF THE
STATE OF NEW JERSEY**



Borough of Closter
Bureau of Fire Prevention
295 Closter Dock Road
Closter, NJ 07624

Phone – 201-768-3698
Fax – 201-768-9059
Email – fireprev@closternj.us

NEW BUSINESS CONTACT INFORMATION - REGISTRATION FORM

Basic Information	
Business Name:	
Business Street Address:	
Business Phone #	
Business Email Address:	
Manager or Main Contact Name:	
Website Address:	
Owner and/or Emergency Contact Info	
Business Owner Name:	
Business Owner Email Address:	
Business Owner Cell Phone #	
Business Owner Home Phone #	
Please Provide Brief Written Description of Type of Business, Activities, & Number of Employees Onsite	