INSTRUCTIONS FOR COMMERCIAL CERTIFICATE OF INSPECTION (FOR COMMERCIAL SALE AND RENTAL SPACE)

The application for a Commercial Certificate of Inspection must be completed along with the $100.00 fee made payable to the Township of Colts Neck. (All forms online on Colts Neck Website).

All applications are reviewed by zoning, health and construction departments. To speak with the zoning Officer, Tim Anfuso, 732-409-7135, cnplanners@coltsneck.org. To speak with the Health Officer, Tom Frank, 732-462-5470 ext 109, tfrank@coltsneck.org regarding any questions. To speak with Construction, Linda or Kelly, 732-409-71348, lstagliano@coltsneck.org .

COMMERCIAL SALES AND RENTALS – For commercial properties, a written description of operations on your letterhead **must be attached to your application**. It shall include the days and hours of operation, number of employees, proposed number of shifts to be worked and the maximum number of employees per shift; the size, types and frequency of delivery vehicles; a detail description of a "day in the life" of the business and a listing of all licenses and certifications required. If distinct and separate activities occur, the description must include each activity. It should be noted that the Zoning Officer's approval is limited to the information contained in the description of operations. If it is **NOT** in the description of operations, it is **NOT APPROVED**.

A Commercial Certificate of inspection to be scheduled after the following requirements are met:

- Application, description of operations and Fee submitted (application online - $100 fee)
- Zoning Approval (determines approved use)
- Health Approval based on submission of both water test and septic system inspection (see ordinance #2024-20, Section 93.7 Standards)
- If you are doing any type of work to the interior or exterior, or changing the use of the space or building, a permit is required. You must obtain Construction Permits from the Building Department (The Building department phone number is 732-409-7134.
  Final inspections for Construction permit are done in lieu of Commercial Certificate inspection.
- After obtaining your Commercial Certificate of Inspection and prior to opening your business, a Mercantile license must be applied for. (You can file online at www.coltsneck.org and you must register with the Fire Official Phil Engel, 732-344-0340, (pengel@coltsneck.org).