Borough of Bellmawr
Construction Office/Code Enforcement
21 E. Browning Road – Bellmawr, NJ 08031
Phone: 856-933-1286 – Fax: 856-933-3289

Business Certificate of Occupancy

CO #:_____
Office use only

Address:_____ Block:_____ Lot:_____

Owner Name of location:_____

Owner Address:_____Phone #:_____
Owner Address – Street, City State & Zip Code required

Emergency Contact:_____ Phone #:_____

Trade name of business:_____ Description:_____

Please circle one of the uses below: Use group classification:

A: Assembly, **B**: Business, **E**: Education, **F**: Factory & Industrial, **H**: High Hazard, **I**: Industrial, M: Mercantile, **R**: Residential, **S**: Storage, **U**: Utility, OR Miscellaneous

FEE: $125.00

Check #:_____ Cash: ☐

(If paying with check, please fill in check # - if paying cash, please check box)

OFFICE USE ONLY: PAID ☐ Initials:

1. A copy of the floor plans of the existing building are required.
2. A set of as-built or amended drawings are required if the structure or building deviates from the existing structure.
3. *Part Change Of Use*: If a portion of the structure is changed to a new use group and that portion is separate from the remainder of the structure with the required vertical and horizontal fire divisions rating, the new use group change shall conform to the requirements of the new use group and the existing portion shall comply with egress requirements and regulations.
4. *Change of Use*: It shall be unlawful to make any change in the use group of any structure or building without approval of the construction official.
5. A Certificate of Occupancy shall be issued if the structure is in compliance with the provisions or the regulations for the proposed new use group.

Type of Certificate: (Please check one)

Certificate of Occupancy:_____ **Certificate of Continued Use:**_____

Signature of Agent/Owner:_____ **Date:**_____