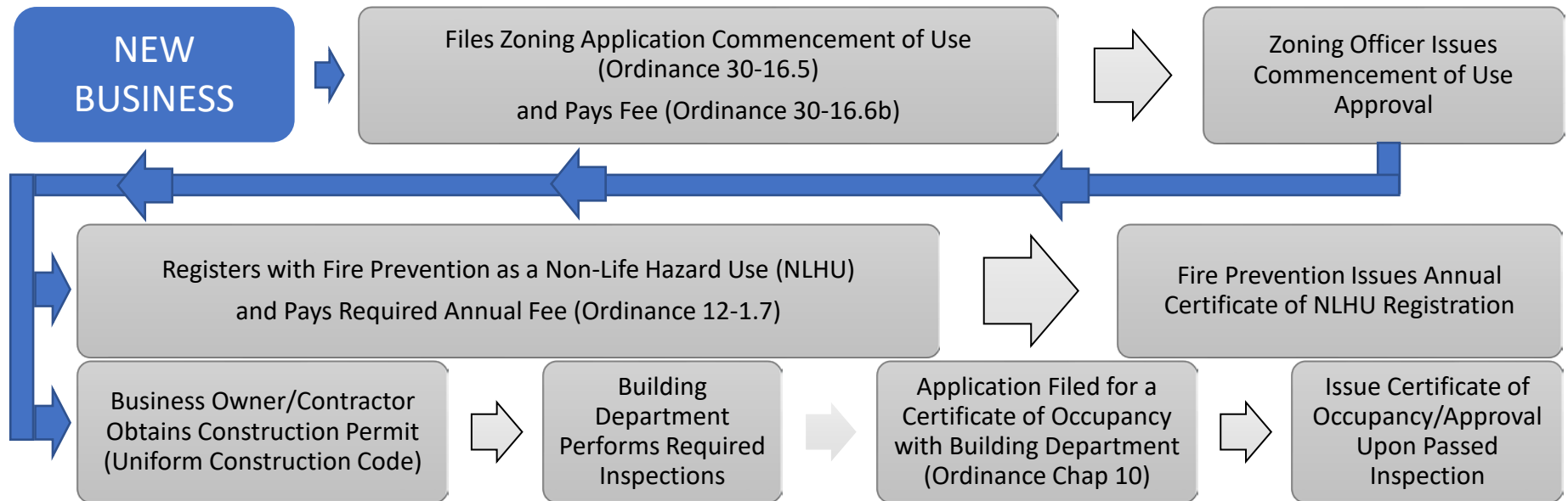


HOLMDEL BUSINESS REGISTRATION WORKFLOW

NON-CONDOMINIUM BUSINESS SPACE

WHEN A CONSTRUCTION PERMIT OR A NEW CERTIFICATE OF OCCUPANCY OR APPROVAL IS REQUIRED

Below is the Workflow when a business plans on entering an existing space that requires a NEW **Certificate of Occupancy** or **Approval**, such as a new tenant moving into a NON-CONDOMINIUM Business Space that has been renovated by work requiring a construction permit OR is a **different "USE"** for which the space has a **Certificate of Occupancy** for.



NO BUSINESS IS PERMITTED TO OPERATE UNTIL IT RECEIVES A ZONING APPLICATION COMMENCEMENT OF USE APPROVAL, CERTIFICATE OF NLHU REGISTRATION, AND CERTIFICATE OF OCCUPANCY OR APPROVAL

Procedure for Construction Permits:

- ⇒ All construction permits are required to be obtained in accordance with the Uniform Construction Code (UCC)
- ⇒ Fees for construction permits are established by Township Ordinance Chapter 12, which may be obtained by going to <https://ecode360.com/HO0333> or [CLICKING HERE](#)
- ⇒ Business Owner/Contractor is required to obtain all necessary inspections and a Certificate of Occupancy or Approval pursuant to the UCC prior to occupying the space.
- ⇒ More information on construction permits may be obtained by [CLICKING HERE](#) or by going to the Township's Building Department web page

Fees

⇒ Zoning Application Commencement of Use Fee:

- \$200

⇒ Certificate of Occupancy Fee:

- Based on the cost of construction

⇒ Annual NLHU Registration Fee:

- Under 500 square feet: \$60
- 501 to 1,000 square feet: \$80
- 1,001 to 2,499 square feet: \$90

⇒ Annual NLHU Registration Fee, continued:

- 2,500 to 3,499 square feet: \$155
- 3,500 to 4,999 square feet: \$160
- 5,000 to 6,499 square feet: \$175
- 6,500 to 7,499 square feet: \$185
- 7,500 to 8,499 square feet: \$210
- 8,500 to 9,999 square feet: \$225
- 10,000 +: \$275 plus \$30 for each additional 1,000 sq. ft., floor area, gross

Last Revised: 11.27.2022