

# Department of Public Works



CONSTRUCTION OFFICIAL  
CODE ENFORCEMENT AND OFFICE OF HOUSING INSPECTION

428-60TH STREET • ROOM 27  
WEST NEW YORK, NJ 07093

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FELIX E. ROQUE, MD  
MAYOR

MANUEL FERNANDEZ  
CONSTRUCTION OFFICIAL  
ZONING OFFICER

CERTIFICATE OF CONTINUED OCCUPANCY  
COMMERICAL  
APPLICATION FEE IS \$200.00

## INSTRUCTIONS

1. APPLICATION **MUST BE FILLED OUT IN ITS ENTIRETY** OR IT WILL BE REJECTED PENDING ADDITIONAL INFORMATION. IF A QUESTION DOES NOT APPLY, THEN WRITE "N/A" IN THAT SPACE.
2. PLEASE MAKE MONEY ORDER/CASHIER'S CHECK ONLY IN THE AMOUNT OF **\$200.00** PAYABLE TO THE **TOWN OF WEST NEW YORK**. **NO PERSONAL CHECKS WILL BE ACCEPTED.**
3. MUST BE ORIGINAL FORM (NO COPIES ACCEPTED) AND MUST HAVE ORIGINAL NOTARY SIGNATURES

Today's Date: \_\_\_\_\_ Anticipated Opening Date: \_\_\_\_\_

## PROPERTY INFORMATION

PROPERTY ADDRESS: \_\_\_\_\_

Property Currently Used As: \_\_\_\_\_

Is The Property Vacant: **YES** or **NO** ?

Are There Any Open Permits On This Property? **YES** or **NO** ?

If So, What Is The Permit Number?: \_\_\_\_\_

Will you be performing any construction work? Yes or No. If, so, when? \_\_\_\_\_

Are there any curb cuts **YES** or **NO** ? Loading Zones **YES** or **NO** ?

Current Signage at the property: Awning \_\_\_\_\_ Wall Sign \_\_\_\_\_ Banners \_\_\_\_\_ ?

Will you be installing a new sign? Yes or No. If so, when? \_\_\_\_\_

Current Occupancy Load on Premises: \_\_\_\_\_

## OWNER INFORMATION

Present owner of property as appears on deed. If Corp., Inc., etc. List full name of C.E.O

Property owner name: \_\_\_\_\_

Complete address of property owner: \_\_\_\_\_

Daytime phone # of property owner: H: \_\_\_\_\_ C: \_\_\_\_\_