Division of Community Development/Housing Department
856-589-0520 ext. 2231 or 2296
TOWNSHIP OF WASHINGTON / GLOUCESTER COUNTY
MUNICIPAL BUILDING, P.O. BOX 1106, TURNERSVILLE NJ 08012

This application is for new commercial tenants and/or commercial property owners per Township Code and shall be used by those who are not undertaking any construction work or initiating a change of use.

Please clearly print or type all necessary information on the application and submit all required documentation. The documentation required is outlined below. List **contact person** who this department should contact with any questions or concerns about the proposed work or application.

Checklist – Items to be submitted

The following documentation must be included with your Application:

- Complete attached New Tenant/Owner application form.
- New tenants only – a floor plan and seating diagram is required for all commercial tenant spaces. Please see attached "Required Floor Plan and Seating Diagram" handout for more details on the requirements for submission of the floor plan and cooking diagram if relevant to your use. If the floor plan will not be changing, you may simply follow the directions on the "Required Floor Plan and Seating Diagram". If you are changing the existing layout, please provide a drawing indicating how the space is currently set up for review by our office in addition to the floor plan as required.
- If this application is for change of ownership of a tenant space, condominium or new owner of the building, include a copy of the certified deed showing change of ownership. (NOTE: the application cannot be submitted until settlement has occurred.)
- Include a check made payable to Township of Washington. *Includes the first re-inspection.*

  Inspection fee: $250

  Expedited: Additional $100 to schedule within two (2) business days
  Additional $75 within three (3) to four (4) business days

  Re inspections: $75 each.

  Expedited Additional $75 within two (2) business days
  Additional $50 within three (3) to four (4) business days
- Property Owner Signature on this application OR Signed authorization letter on property owner letterhead authorizing applicant to submit this application for the subject property
- Email where certificate is to be sent

Required Inspections

All furniture, shelving, fixtures, etc. must be moved into the space prior to final inspection.
It is the responsibility of the tenant, owner, and/or management company to schedule the inspection. You may schedule your inspection 10 business days after the application has been submitted to our office by calling the Housing Department. After you pass the necessary inspection, a New Tenant Certificate and/or a New Owner Certificate will be issued within 10 business days.

Additionally, please note that this application **does not include approval to install signs for your business.
Zoning permit and Construction permit applications are required for any exterior signs.**

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New Tenant Certificate (NTC)/New Owner Certificate (NOC) Application

Date of proposed occupancy: _____
Is this application for (check all that apply):

- ☐ Change of Tenant
- ☐ Change of Business Ownership
- ☐ Change in Ownership of Building/Condo Space**

(**You cannot submit this application until after settlement has occurred. Proof of ownership required.)

Address including suite or unit #_____

Name of Business _____

Block: _____ Lot: _____ Zone: Qualifier (if applicable): _____

Contact Person for this application: _____ Phone Number: _____

Email address: _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Contact Person: _____ Phone: _____

Building Management Company Name (if applicable): _____

Management Company Address (if applicable): _____

Management Company Contact Person (if applicable): _____ Phone: _____

New Tenant and/or Change of Business Ownership - Type of Business/Proposed Use: _____

_____

_____

Is any change of use proposed? YES NO

Will there be any proposed alterations _____

_____

Square Footage of Tenant Space or Building: _____ Construction Use Group*: _____

Maximum Occupancy requested: _____ Proposed Move in Date: _____

Number of Bathrooms in tenant space (or number of bathrooms in the building if shared): _____

Will you be making any changes to the layout of the space or building (circle one)? YES NO

Do you plan to have a sign installed (circle one) on or outside the building/tenant space? YES NO

Zoning Permit and Construction Permit are required for any signage

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Please complete the following items. If you are unsure, please consult with the landowner or landlord.

Name of Former Tenant: _____

Former Tenant's Type of Business/Use: _____

Former Tenant's Construction Use Group*: _____ Former Tenant's Max Occupancy: _____

*Construction Use Groups: B – business, M – Mercantile, A-2 – Assembly, E-Educational, etc.

This section to be completed by any establishment that prepares, serves, and/or sells or manufactures packaged foods.

Have you contacted the Board of Health for requirements for your establishment? YES NO

Have you applied for a license from the Washington Township Municipal Clerks office?
Such as Liquor, Massage, Limo/Taxi, Pet Store, Kennel, Solicitor, Amusement, Junk Yard, etc. YES NO

If so, when did you submit your application? _____

Your establishment may not open until the New Tenant Certificate, Health Department approvals and any required license from the Township Clerk are in your possession.

I am the (check one please)

- ☐ Property Owner
- ☐ Tenant
- ☐ Contractor
- ☐ Other (specify _____) making this application.

If the applicant is not the property owner, one of the following is required.

- ☐ Property Owner Signature on this application
- ☐ Signed Authorization Letter on Property Owner Letterhead authorizing applicant to submit this application for the subject property.

PROPERTY OWNER SIGNATURE: _____ DATE: _____

PRINT NAME HERE: _____ OR

By signing this application, you are certifying that the above stated information is accurate and the floor plan and seating diagram (if applicable) submitted with this application is a true representative of the property.

APPLICANT SIGNATURE: _____ DATE: _____

PRINT NAME HERE: _____

Inspection Date 1st _____ 2nd _____ 3rd _____

Fee: Amount: _____ Check#/Cash _____ Lock Box _____

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REQUIRED FLOOR PLAN AND SEATING DIAGRAM

All commercial buildings/tenant spaces must have a floor plans and seating diagram posted. The floor plan must be reviewed by our office prior to installation and must include the following information:

- Seating diagram of each assembly area, room, or space requiring an occupant load sign. If you are obtaining this permit in conjunction with new tenant permit, this may be part of the tenant plans.
- Assembly areas using multiple configurations, such as hotel ballrooms or school gymnasiums, may have different seating diagrams/occupant loads for each use. The configuration resulting in the largest number must be submitted.
- Plans must be dimensioned and drawn to scale, 1/8 inch = 1 foot, or larger.
- The proposed occupant load, and how it was calculated.
- Rest room locations and number of water closets serving the assembly area.
- Actual shape and dimensions of the assembly area(s).
- Actual or intended use(s) for each assembly area. If multiple configurations are anticipated, show the one resulting in the highest occupant load. If there are folding partitions, then there should be a number provided for when the partition is open and another for when it is closed.
- Location and sizes of stages, dance floors, non-fixed seating, fixed seating, booths, tables and chairs as well as other fixture(s) such as pool tables, bars and pews.
- Location and clear width (in inches) of each exit door, aisle, corridor, and stairway leading from the assembly area and along the means of egress to the exit discharge.
- Location of all "EXIT" signs.
- Exit doors direction of swing and type of hardware.
- Indicate if the building is fully sprinklered and if a fire alarm is present.

Floor plan and seating diagram must be posted along with the occupant load, live load, and construction use group at Final Inspection as per NJAC 5:23-3.5 and current corresponding International Building Code (IBC), NJ Edition.
Floor plan and Seating Diagram must be a minimum of 8.5" x 14" and may not be removed.
For restaurants: A separate cookline equipment diagram is also required. Please submit this diagram for review by our office prior to posting. This diagram must be posted near the kitchen cookline and may not be removed once posted.

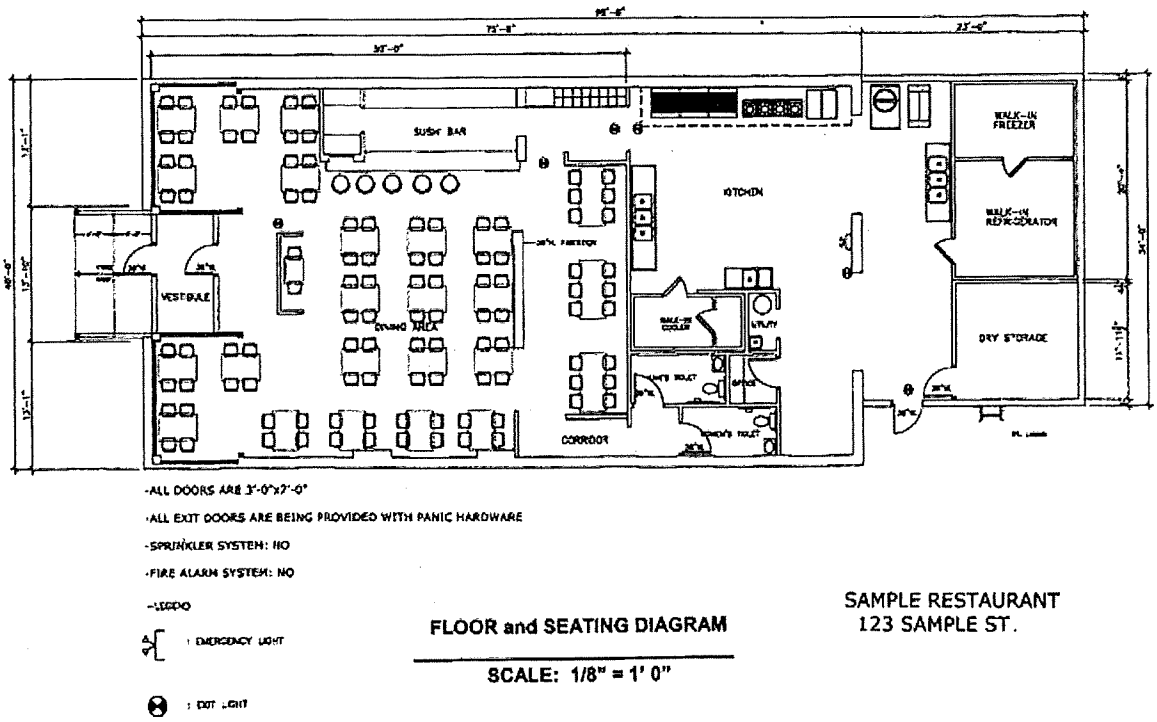
IMPORTANT NOTICE TO APPPLICANT: The following is an example designed to assist you with providing a floor plan and seating diagram. A copy of this example will not be accepted as a substitute for your required floor plan. MAXIMUM OCCUPANCY # PERSONS

USE GROUP A-2 (RESTAURANT ASSEMBLY LESS THAN 50 PERSONS) # MAX. OCCUPANTS (SEATING AREA) # MAX. OCCUPANTS (KITCHEN & OTHER AREAS) # LIVE LOAD PER MOST CURRENT IBC TABLE 1004.5

IMPORTANT NOTICE TO APPPLICANT: The following is an example designed to assist you with providing a floor plan and seating diagram. A copy of this example will not be accepted as a substitute for your required floor plan.

MAXIMUM OCCUPANCY

PERSONS



FLOOR and SEATING DIAGRAM

SCALE: 1/8" = 1' 0"

SAMPLE RESTAURANT
123 SAMPLE ST.

USE GROUP A-2

(RESTAURANT ASSEMBLY LESS THAN 50 PERSONS) # MAX. OCCUPANTS (SEATING AREA)

MAX. OCCUPANTS (KITCHEN & OTHER AREAS)

LIVE LOAD PER CURRENT IBC NJ TABLE 1004.5