BOROUGH OF BERNARDSVILLE
CONSTRUCTION / ZONING OFFICE
1 ANDERSON HILL ROAD, SUITE 103
BERNARDSVILLE, NEW JERSEY 07924
(908) 766-3000 EXT. 158 / 114
Fax: (908) 766-1315

CONSTRUCTION / ZONING RECORDS CLEARANCE CERTIFICATE
COMMERCIAL

Seller/Landlord Name _____
Mailing Address _____
City_____ State_____ Zip Code _____
Phone (__)_____ Email _____

Property Address _____
Suite/Unit#_____ Block _____ Lot _____

Buyer/Tenant Name _____
Mailing address _____
City _____ State _____ Zip Code _____
Phone (__)_____ Email _____

[ ] Commercial Sale [ ] Commercial Rental/Lease [ ] Commercial & Residential

Contact Person (Agent)_____ Phone (__)_____

Email _____ Closing/ Occupancy Date _____(required)

I hereby certify that I am the (agent) owner of record and I am authorized to make this application.

_____ _____
Signature Date

12-4.3 Preoccupancy Records Inspection.
Prior to the issuance of any such certificate for any transaction, the enforcing agency shall conduct a records inspection to ensure that there are no open construction permits on the subject premises. Should there be open permits on subject premises, all final inspections and prior approvals shall be obtained and appropriate Uniform Construction Code certificates shall be issued prior to issuance of the CRC. In addition, no CRC shall be issued until the enforcing agency has obtained a certification from the zoning officer that the premises are in compliance with all Borough land use ordinances and that all conditions of any prior development approvals have been satisfied.

FOR BOROUGH USE ONLY **Conditional Approval:**

Zoning Review

- Permitted Use Yes ☐ No ☐ _____
- Open Zoning Permits Yes ☐ No ☐ _____
- Open Zoning Violations Yes ☐ No ☐ _____

Construction Records Clearance/Approval Issued Yes ☐ No ☐ Certificate#_____

Application Fee: $35.00 /$75.00 Cash/Check#_____

Date Submitted ___/___/____

Revised 3/5/2019