



YOUR GUIDE TO OBTAIN A CERTIFICATE OF COMPLIANCE For The City of Plainfield

(Incomplete Applications Will Not Be Processed)

ZONING APPLICATION

Applicant obtains and submits the following documents to the zoning officer:

- Completed Development Permit/Sign Application (Development permit applications are available on the city's website: plainfieldnj.gov or in city hall offices, Zoning, Inspections, Economic Development)
- Applicants are encouraged to request a sign permit with the same application for the same fee. (Please inquire about the Sign & Façade grant. You may qualify for up to \$25,000)
- Some signs may require a construction permit—please inquire with the Construction Department at 908-226-2665/ Robert.schmid@plainfieldnj.gov; Keith.snyder@plainfieldnj.gov
- \$20.00 Cash/money order/business check/certified check/personal check, payable to “City of Plainfield”.
- Current property survey (transit oriented development designation businesses are exempt).
- New Jersey business registration certificate (BRC) refer to information sheet. Refer to informational sheet attached.
- Current property owner garbage hauler contract or proof of invoice.
- Plainfield Fire Division Certificate (obtained at the Fire Dept. on 315 Central Avenue. 908-753-3432.
- Copy of commercial insurance certificate or policy.
- If your business is a retail food establishment, liquor store, bar, tattoo shop, tanning salon, school, daycare, kennel, or recreational bathing facility go to the Health Division (510 Watchung Ave. 2nd Floor) for **Plan Review Application (PRA)** and **Retail Food Establishment (RFE)** license application (fees apply) 908-753-3092. *Described on Step 3*



ZONING OFFICER AND FIRE DIVISION REVIEW APPLICATION

If Approved

- * Zoning Officer & Fire Div. email an approval letter to the Division of Inspections Property Maintenance Department.
- * Applicant Schedules the property maintenance inspection with the Division of Inspections and if the property is in compliance a “Certificate of Compliance” is issued.
- * Please Note: All construction work must be completed and approved prior to obtaining a Certificate of Compliance.

If Denied

- * Applicant must correct items that the zoning officer/or Fire Div. identified as non-compliant.
 - * Advise both offices when completed to schedule inspections.
 - * Upon satisfactory re-inspection the Director of Inspections will issue the “Certificate of Compliance”.
- Note: The Fire Division will re-inspect within 30 days of the business opening.



DOES THE BUSINESS SELL FOOD

If the new business involves food handling, the applicant must go to the Health Division 908-753-3092, (510 Watchung Avenue, 2nd floor) for a **Plan Review Application (PRA)**. There is a \$100.00 fee for a PRA and a separate fee for a Health License.

IF THE REVIEW INDICATES:

No Construction is Necessary

- * Submit PRA to the Health Division.
- * Obtain Plan Review Approval.
- * Obtain or ensure all UCC Inspection Approvals
- * Health Division conducts pre-operational inspection.
- * Obtain Manager Serve Safe Certificate. (State Mandatory). *If required*
- * Submit License Application and Obtain Health License.
- * Notify Inspections Division
- * Obtain the “Certificate of Compliance”

Construction Permits Required

- * Submit PRA along with any construction technical sections as applicable ie. Building, Fire, Electrical or Plumbing. Technical sections can be obtained at the Construction Office, as well as, the State New Jersey Dept. of Community Affairs Web Site.
- * Obtain construction permit/s
- * Begin construction and schedule all required inspections as applicable.
- * Obtain the “Certificate of Occupancy” or “Certificate of Approval” from the Construction Dept. as applicable.



YOU ARE READY TO OPEN YOUR BUSINESS!

CONTACT THE ECONOMIC DEVELOPMENT DEPARTMENT FOR A
RIBBON CUTTING CEREMONY!
CITY HALL 515 WATCHUNG AVENUE, ROOM #206
PLAINFIELD, NJ 07060
908-753-3218

