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CERTIFICATE OF OCCUPANCY (CO) CHECKLIST **FOR APPLICANT AND DIVISIONAL USE**

HOW TO OBTAIN A CO: An applicant must submit all documents necessary for each office listed below in order for an application to be considered complete. Please ensure that your respective office's required documents have been submitted, and forward the construction jacket and/or documents to the following offices (in this order!):

- Economic Development Division: Assists applicants in obtaining Business Registration Forms.
- Inspections Division: reviews one and two family dwelling sales. Issues Certificates of Exemption and Compliance. Directs applicants to Building Division if CO is required.
- Building Division: Issues/Receives the CO and Development permit applications. Insures both UCC and Development Review applications are filled out in their entirety. Gives applicant interior checklist and Fire Prevention form. Advises applicants of need for Health Division review if necessary. Forwards construction jacket to Planning Division for zoning review.
- Planning Division: Conducts site inspection and zoning review. Scans and sends the zoning review letter (which will have the refuse/recycling confirmation) to the Building and Inspections Divisions, Health Division if applicable, and refuse/recycling hauler. Scans and sends the refuse/ recycling hauler contract to the hauler for confirmation of validity.
- Building Division: Receives the construction jacket. Distributes and/or collects the following documents:
 - Health Division: Conducts an interior inspection. Conducts a plan review if necessary. Forwards copy of the health certification to the Building Division for confirmation of positive findings.
 - Bureau of Fire Prevention: Reviews Business Registration Form and Fire Inspection Application. Bureau or applicant forwards stamped form to the Building Division.
 - PMUA/private refuse/recycling hauler: Ensures the refuse/recycling hauling contract is valid. Sends electronic confirmation to the Building Division.
- Building Division – Construction Official issues the Certificate of Occupancy upon receipt of all requisite documentation, completion of interior inspection and positive findings from applicants and all applicable divisions.

CO Checklist- 5-27-14