

OPENING A NEW BUSINESS IN PLAINFIELD? NEED A CERTIFICATE OF OCCUPANCY?

PLEASE REVIEW NEW CITY PROCESS.

In the interest of advancing economic development and ensuring all public safety, health, and welfare needs are addressed, six (6) city divisions (Building, Inspections, Planning, Bureau of Fire Prevention, Economic Development, and Health) as well as the Plainfield Municipal Utilities Authority (PMUA) have reviewed and developed a new comprehensive process for all Certificate of Occupancy (CO) applications. Although the process is inherently complex, we believe that providing the knowledge of the entire process upfront to all CO applicants will reduce the “running around” that many applicants have advised that they are forced to do at this point in time. We hope that the process will be smoother, faster, accurate and prompt. As indicated on the attached process explanation, submission of one complete application at the onset of the application process will result in faster actions by the city divisions and a quicker release of COs. Please contact the different divisions indicated if you have any questions.

This process is to commence on June 9th, 2014. The previous CO process was plagued by reports of applicants being sent from office-to-office without fully understanding the process or where they were within that process. It is also a goal of this new process to reduce the number of incomplete applications that the individual city offices receive, and consequently review time. We ask all business owners and property owners to please become familiar with the process PRIOR to submitting CO applications to reduce confusion.

The City of Plainfield thanks all business and property owners for their continued support and investment in the city. Our efforts will result in a safer, healthier, and more economically robust city for all to enjoy.