

HOW TO OBTAIN A BUSINESS CERTIFICATE OF OCCUPANCY

HOW TO OBTAIN A CERTIFICATE OF OCCUPANCY: FOR A BUSINESS ONLINE

Go to garfieldnj.org. scroll down the main page past the mayors picture. Click on [Building Dept. Citizen Portal](#).

Under construction click on [Pay Construction Permit Balances / apply for](#)

Then click on [Certificate of Continued Occupancy](#).

IF YOU PREFER NOT TO DO IT ONLINE, PLEASE SUBMIT THE FOLLOWING VIA EMAIL

Please email Deanna Eisenman at deisenman@garfieldnj.org,

- 1) Please email the following information:
 - a) address of where you want to open up the business
 - b) name of the business
 - c) owner of the business
 - d) owner of business home address and phone number where you can be reached in case of an emergency
 - e) email address
 - f) tax id number
 - g) type of business (must be specific)
 - h) sq. ft. of rental space
 - i) let us know what time of day you prefer for an inspection i.e. morning or afternoon
 - j) Drawing or sketch
 - k) Copy of Federal Tax ID

Once we fill out your application, you will need to drop off a check to the building Dept. the fees are as follows:

1 to 3,000 sq. ft. \$150.00

3,000 to 10,000 sq. ft. \$500.00

Anything over 10,000 sq. ft. is \$500.00 plus an additional \$30.00 per thousand sq. ft.

If you are unsure of your fee please call or email the person you originally contacted.

CHECKS ARE MADE PAYABLE TO "CITY OF GARFIELD"

We will process your application and forward your application to the Zoning officer.

The Zoning Officer will review your application, once approved we will assign an inspector to schedule the inspection with you. Once the inspector is assigned, we will give you their phone number so that you can contact them to schedule an appointment.

Once the inspection is complete the inspector will return the signed application to the Building Dept. so that we can issue your certificate. Once the certificate is issued we will call you for pick up.

THE BUILDING IS OPEN FROM 8:30 AM TO 4:00 PM MONDAY THRU FRIDAY