



# Borough of Flemington

38 Park Avenue  
Flemington, New Jersey 08822  
Phone (908) 782-8840  
Fax (908) 782-0142

**ZONING OFFICE**  
**CHANGE OF TENANCY / OWNERSHIP**  
ALL INFORMATION SHALL BE PROVIDED

**PROPERTY OWNER INFORMATION**

FULL NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

**TENANT INFORMATION**

FORMER TENANT NAME & USE: \_\_\_\_\_

NEW TENANT NAME & USE: \_\_\_\_\_

**NEW TENANT/BUSINESS OWNER CONTACT INFORMATION**

CONTACT NAME: \_\_\_\_\_ CONTACT CELL: \_\_\_\_\_

CONTACT MAILING ADDRESS: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

**TENANT OCCUPANCY INFORMATION FEE - \$50**

ADDRESS: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ZONE: \_\_\_\_\_

UNIT/SUITE#: \_\_\_\_\_ FLOOR#: \_\_\_\_\_ SF OF UNIT: \_\_\_\_\_

# OF EMPLOYEES: \_\_\_\_\_ HOURS OF OPERATION: \_\_\_\_\_ # OF VEHICLES: \_\_\_\_\_

STATE IN DETAIL THE PROPOSED SERVICES TO BE PERFORMED AND/OR THE VARIETY OF GOODS TO BE SOLD/STORED AT THIS LOCATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES**

**I CERTIFY THAT THE ANSWERS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE**

\_\_\_\_\_  
PROPERTY OWNER/LANDLORD

\_\_\_\_\_  
TENANT/BUSINESS OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE



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## CONSTRUCTION OFFICE APPLICATION FOR NEW OWNER / NEW TENANT CERTIFICATE

----- **PROPERTY OWNER INFORMATION** -----

NAME: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
ADDRESS: \_\_\_\_\_ FEE: \$100.00  
CITY / STATE / ZIP \_\_\_\_\_ CHECK # / CASH \_\_\_\_\_  
CELL PHONE #: \_\_\_\_\_

----- **PROPOSED BUSINESS INFORMATION** -----

BUSINESS OWNER NAME: \_\_\_\_\_ BLOCK: \_\_\_\_\_  
NAME OF BUSINESS: \_\_\_\_\_ LOT: \_\_\_\_\_  
BUSINESS ADDRESS: \_\_\_\_\_ ZONE: \_\_\_\_\_  
BUSINESS PHONE: \_\_\_\_\_  
PRESENT USE OF SPACE: \_\_\_\_\_  
PROPOSED USE OF SPACE: \_\_\_\_\_  
APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

----- **OFFICE USE ONLY** -----

### SUB-CODE OFFICAL'S APPROVAL

BUILDING: \_\_\_\_\_ DATE: \_\_\_\_\_ ELECTRICAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
PLUMBING: \_\_\_\_\_ DATE: \_\_\_\_\_ FIRE: \_\_\_\_\_ DATE: \_\_\_\_\_

### CONSTRUCTION OFFICAL APPROVAL

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ REASON: \_\_\_\_\_

CONSTRUCTION OFFICIAL'S SIGNATURE: \_\_\_\_\_

John Tillotson, Construction Official

DATE: \_\_\_\_\_



**Property Owner Information:**

Name of Property Owner: \_\_\_\_\_  
Business or Individual FULL Name

Address of Property Owner: \_\_\_\_\_

City of Property Owner: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Owner Telephone Number: \_\_\_\_\_ E-mail \_\_\_\_\_

**Building Information: Physical Name and Location of the Business (ALL information MUST be Provided)**

Building / Business Name: \_\_\_\_\_

Use Group: \_\_\_\_\_ Original Certificate of Occupancy Date: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Street Address: \_\_\_\_\_  
Include and Building Number, Suite Number etc.

Number of Stories: \_\_\_\_\_ Number of Floors Below Grade: \_\_\_\_\_

Total Square Footage: \_\_\_\_\_ Building Height: \_\_\_\_\_ Number of Exits: \_\_\_\_\_

Occupant Load: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Heating Fuel Source: \_\_\_\_\_

Briefly Describe the Building Type: \_\_\_\_\_  
\_\_\_\_\_

Briefly Describe the Use of the Business: \_\_\_\_\_  
\_\_\_\_\_

**DATE OF BUSINESS OPENING OR TRANSFER OF OWNERSHIP OF EXISTING BUSINESS:** \_\_\_\_\_

**\*\*\*\*\* IF THERE ARE ANY QUESTIONS WHEN COMPLETING THE REGISTRATION FORM, PLEASE CONTACT THE BUREAU OF FIRE SAFETY FOR GUIDANCE PRIOR TO SUBMITTING THE REGISTRATION AT (908)782-8840 X227.**

**BUREAU OF FIRE SAFETY USE ONLY**

Use Code(s): \_\_\_\_\_

New Application: \_\_\_\_\_ Transfer: \_\_\_\_\_ Date Received: \_\_\_\_\_

Assigned State Number 1009- \_\_\_\_\_ Date Entered into Dynamics: \_\_\_\_\_



**HUNTERDON COUNTY COMMUNICATIONS  
BUSINESS FILE CHANGE FORM  
FLEMINGTON BOROUGH**



Please Update the Following Business: \_\_\_\_\_ Not in Business List \_\_\_\_\_ Updated Contact Info

Requested by: Flemington Borough Fire Safety Date Requested: \_\_\_\_\_

**Municipal No:**  
FLEMINGTON BORO – 49

**Information Provided By:**

**Date Submitted:**

**TYPE OF INFORMATION:** \_\_\_\_\_ New \_\_\_\_\_ Update

If new, what business does it replace: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address- (MUST include street): \_\_\_\_\_ SUITE: \_\_\_\_\_

Day Telephone: \_\_\_\_\_ Complex Name/Landmark: \_\_\_\_\_

**EMERGENCY CONTACT PERSONNEL (MUST include all area codes)**

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_

CELL: \_\_\_\_\_ HOME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

CELL: \_\_\_\_\_ HOME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

3. Name: \_\_\_\_\_ Title: \_\_\_\_\_

CELL: \_\_\_\_\_ HOME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

4. Name: \_\_\_\_\_ Title: \_\_\_\_\_

CELL: \_\_\_\_\_ HOME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Alarm Co: \_\_\_\_\_ Alarm Phone: \_\_\_\_\_

Hazards/Misc Info: \_\_\_\_\_

Please Update this Information As Soon As Possible and email to: [COMMUNICATIONS@CO.HUNTERDON.NJ.US](mailto:COMMUNICATIONS@CO.HUNTERDON.NJ.US)  
ATTENTION: FRANK-83 and to [FIREOFFICIAL@HISTORICFLEMINGTON.COM](mailto:FIREOFFICIAL@HISTORICFLEMINGTON.COM).

*Communications use only:*

Entered by: \_\_\_\_\_ Business # \_\_\_\_\_ Date Updated: \_\_\_\_\_

**The information provided on this form is for Emergency informational use, by Police, Fire, or Rescue Services personal.**

The information collected on this form is sent to the Hunterdon County 9-1-1 Center and entered into the Secure Computer Aided Dispatch program. In the event of an Emergency, the information will be used by the Communications Center Staff at the Request of Emergency Responders on scene to contact, the individuals listed in numerical order (Until contact is made with someone). To either request a response from a Key Holder, or to provide information pertinent to an emergency situation that has occurred at or near your business.

It is important that when filling out this form that the persons listed are those who have key access to the business, are able to respond in a timely manner if requested, or have the ability to have someone with a key respond.

This information is used to augment any information that your landlord, or alarm company may have. If you experience a change in staff and need to update this form you can request an update form by either:

1. Sending an email to the address on the front of this form requesting a new form,
2. Call Hunterdon County Communications at 908-788-1202,
3. Call Flemington Borough Fire safety at (908) 782-8840, ext 227; or
4. Call the Flemington Borough Police Department at 908-782-3434

Thank you for your assistance.