



**City of Long Branch  
Office of the Fire Marshal**

344 Broadway  
Long Branch, New Jersey 07740

Phone: (732) 571-5651

Fax: (732) 222-4493

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**ALL BUSINESSES MUST OBTAIN A COMMERCIAL  
CERTIFICATE OF COMPLIANCE FROM THIS OFFICE**

**Follow the steps listed below:**

Obtain Zoning Permit from the Planning & Zoning Office.

Obtain Mercantile License from Health Department (if applicable).

Provide print out from the tax office showing taxes paid to CURRENT QUARTER.

Provide print out from the Long Branch Sewerage Authority, 150 Joline Ave., showing sewer fees paid to CURRENT QUARTER.

Have Building Department complete page indicating No Open Permits.

Bring ALL DOCUMENTS including completed application page to this office with a CHECK or MONEY ORDER for \$60.00 payable to "City of Long Branch."



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**The Following will be some of the things addressed during a Commercial C.O.C**

- 1. All areas must be accessible for inspection.**
- 2. Exit lights must be in working order.**
- 3. Emergency lights must be in working order.**
- 4. Fire extinguishers must be tagged and current.**
- 5. Provide current fire alarm certification.**
- 6. Storage must be neat and orderly.**
- 7. Provide Knox box keys for units in building equipped with fire alarm or sprinkler system.**
- 8. Provide 36" clearance around heating equipment.**
- 9. Provide 30" clearance around electrical service equipment.**
- 10. Extension cords cannot be used to replace permanent wiring.**
- 11. Provide fire sprinkler system certification.**
- 12. Storage must be a minimum of 18" away from sprinkler heads.**
- 13. Carbon Monoxide Alarms of battery power, hardwire, or plug-in type are required in ALL commercial Structures in the area of every adjacent room, 2 floors below, and 2 floors above ALL fuel burning heating & cooking appliances.**

Inspections are conducted under the NJ Uniform Fire Code, International Property Maintenance Code and Long Branch Municipal Ordinances. The above list is not meant to be all-inclusive. Please contact the Fire Marshal's Office with your concerns for more information. You can also review the 2015 International Property Maintenance Code, (available in the office of the City Clerk.)



**City of Long Branch, Office of the Fire  
Marshal**

**344 Broadway, Long Branch, NJ 07740**

**COMMERCIAL CERTIFICATE OF COMPLIANCE APPLICATION**

**CCOC#**

**APPLICATION IS HEREIN MADE FOR INSPECTION OF THE FOLLOWING PREMISES AND  
ISSUANCE OF A COMMERCIAL CERTIFICATE OF COMPLIANCE AS REQUIRED BY**

**DATE: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ZONE: \_\_\_\_\_**

**1. Property Address \_\_\_\_\_ Floor / Suite #: \_\_\_\_\_**

**2. Name of Prospective Business: \_\_\_\_\_**

**3. Business Owner Name: \_\_\_\_\_**

**4. Business Owner Home Address:  
(No P.O Box Number Accepted) \_\_\_\_\_**

**5. Telephone # of Owner: CELL: \_\_\_\_\_ Emergency 24 HRS: \_\_\_\_\_**

**Business Owner Email: \_\_\_\_\_**

**6. Type of Business: \_\_\_\_\_**

**Educational: \_\_\_\_\_ Assembly: \_\_\_\_\_ Business: \_\_\_\_\_ Other: \_\_\_\_\_**

**Institution: \_\_\_\_\_ Mercantile: \_\_\_\_\_ Manufacturing: \_\_\_\_\_ Square Footage: \_\_\_\_\_**

**Transfer of Title: \_\_\_\_\_**

**7. Building Owner Name: \_\_\_\_\_**

**8. Building Owner Address:  
(Town, State, Zip) \_\_\_\_\_**

**9. Telephone # of Building Owner: \_\_\_\_\_ Building Owner Email: \_\_\_\_\_**

**Method of Payment (check one) Money Order \_\_\_\_\_ Check \_\_\_\_\_**

**10. Zoning/Planning Approval Attached: Yes \_\_\_\_\_ No \_\_\_\_\_**

**(Before a Commercial Certificate of Compliance can be issued, a copy of the Zoning Permit MUST be submitted to this office)**

**11. Outstanding Building Permits Yes \_\_\_\_\_ No: \_\_\_\_\_**

**\*Inspections will not be made until all permits have been finalized by the Building Department.  
(construction, plumbing, electrical, fire sub-code, etc.)**

**Note: In food establishments a Certificate of Inspection from the Health Department must be provided at time of inspection or C.O.C will not be issued.**

**12. Signature of Applicant: \_\_\_\_\_**

**Official Use Only:**

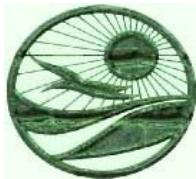
**Date of Inspection: \_\_\_\_\_ Time: \_\_\_\_\_**

**Inspectors Signature: \_\_\_\_\_**

**COMMERCIAL CERTIFICATE OF COMPLIANCE FEE IS \$60.00 (payable to City of Long Branch)**

**FAILURE TO MAKE APPLICATION FOR INSPECTION AND OBTAIN A COC MAY BE PUNISHABLE BY FINE IN MUNICIPAL COURT. THE BUILDING MUST MEET THE STANDARDS OF THE 2015 INTERNATIONAL PROPERTY MAINTENANCE CODE AND THE NJ UNIFORM FIRE CODE (NJAC 5:70). Copies of these standards are available with the City Clerk. APPLICATION IS GOOD FOR 30 DAYS, INCLUDING RE-INSPECTION.**

**IF CANCELLED, FEE IS NOT REFUNDABLE**



**City of Long Branch Building Department**  
344 Broadway  
Long Branch, NJ 07740



**Phone 732 571-5690 Fax 732 571-2450**

**Commercial**

Address: \_\_\_\_\_

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

Owner: \_\_\_\_\_

The building department has no open construction permits for the property listed above.

*For Office Use Only*

Bldg. Dept. Rep: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_