

**CERTIFICATE OF OCCUPANCY REQUEST**  
**CITY OF TRENTON**  
**ENGINEERING & BUILDING DEPARTMENT**

Application of permission to use the following described property:

Location \_\_\_\_\_ Zoning Classification \_\_\_\_\_  
(Street Address of Business)

Intended Use \_\_\_\_\_

Type of Construction of Principal Structure \_\_\_\_\_

Dimensions of Principal Structure \_\_\_\_\_

Parking Required by Zoning Ordinance \_\_\_\_\_ spaces

Name and Address of Property Owner:

\_\_\_\_\_  
(Owners Name) (Owners Phone No.)

\_\_\_\_\_  
(Owners Address, City, State, Zip)

\_\_\_\_\_  
(Signature of Applicant)

**A ZONING CERTIFICATE OF OCCUPANCY MUST BE ISSUED BEFORE  
PROPERTY MAY BE USED.**

**ZONING SECTION GOVERNING USE OF PROPERTY**

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

**BUSINESS INFORMATION WORKSHEET**

Date \_\_\_\_\_

1. **Business Name** \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Address, City, Zip \_\_\_\_\_

2. **Owner's Name** \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Address, City, Zip \_\_\_\_\_  
Email address \_\_\_\_\_

3. **Manager's Name** \_\_\_\_\_  
Phone Number \_\_\_\_\_

4. **Persons to call in an emergency, in order to preference:**

1<sup>st</sup>. Name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Address, City & State \_\_\_\_\_

2<sup>nd</sup>. Name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Address, City & State \_\_\_\_\_

---

**OFFICE USE ONLY:**

5. Responsible Law Enforcement Agency: CITY OF TRENTON POLICE DEPARTMENT  
Security Inspection Date: \_\_\_\_\_ Officer: \_\_\_\_\_

6. Responsible Fire Department: CITY OF TRENTON FIRE DEPARTMENT

7. Fire Alarm Type: \_\_\_\_\_ Burglar Alarm Type: \_\_\_\_\_

8. Type of Structure \_\_\_\_\_

9. Gas Shutoff Location: \_\_\_\_\_

10. Electrical Panel Location \_\_\_\_\_

11. Sprinkler Shutoff Location \_\_\_\_\_

12. Sprinkler Supplemental Connection Location \_\_\_\_\_

13. Hydrant / Water Supply Location \_\_\_\_\_