BOROUGH OF BERNARDSVILLE
CODE ENFORCEMENT
CONSTRUCTION RECORDS CLEARANCE APPLICATION
COMMERCIAL

Please mail or submit completed application with payment to:
Borough of Bernardsville
1 Anderson Hill Road, suite 103, Bernardsville, NJ 07924

Seller/Landlord Name _____
Mailing Address _____
City_____ State_____ Zip Code _____
Phone (__)_____ Email _____

Property Address _____
Suite/Unit#_____ Block _____ Lot _____

Buyer/Tenant Name _____
Mailing address _____
City _____ State _____ Zip Code _____
Phone (__)_____ Email _____

[ ] Commercial Sale [ ] Commercial Rental/Lease [ ] Commercial & Residential

Contact Person (Agent)_____ Phone (__)_____

Email _____ Closing/ Occupancy Date _____(required)

I hereby certify that I am the (agent) owner of record and I am authorized to make this application.

_____ _____
Signature Date

12-4.3 Preoccupancy Records Inspection.

Prior to the issuance of any such certificate for any transaction, the enforcing agency shall conduct a records inspection to ensure that there are no open construction permits on the subject premises. Should there be open permits on subject premises, all final inspections and prior approvals shall be obtained and appropriate Uniform Construction Code certificates shall be issued prior to issuance of the CRC.

FOR BOROUGH USE ONLY:

Certificate of Records Clearance/Approvals Issued Yes or No Certificate#_____

Application Fee: $35.00 Cash/Check#_____

Date Submitted ___/___/____