

Cresskill Building Department

67 Union Avenue, Cresskill New Jersey 07626

Construction Official and Zoning Officer, Bob Rusch
Certified Technical Assistant & Department Manager, Hayley Langan

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Commercial Planning Board Application

Planning Board Approval Necessary

New Business Building/Unit Purchase New/Change Permanent Sign

Date Received: _____ Contact Phone #: _____

Block: _____ Lot: _____ Suite/Unit #: _____

Property Location: _____

Name of Owner/Seller: _____

Owner/Seller Contact Address: _____

Phone #: _____ Email: _____

Name of Tenant/Buyer: _____

Phone #: _____ Email: _____

Tenant/Buyer Contact Address: _____

Name of New Business: _____

Description of Business: _____

For Sales/New Businesses: Submit this completed form along with the Cresskill Fire Prevention Letter of Review for Resale & Rental. Please visit the Cresskill Borough website under the Building Department to locate the form. This needs to be signed by a representative from the Division of Fire Prevention in the Fire Department located at 51 Madison Avenue.

For New Permanent Signs: Submit this completed form along with the Permanent Sign Calculations. Please visit the Cresskill Borough website under the Building Department to locate the form.

Planning Board meetings are the second and fourth Tuesdays of each month at 7:30pm at the Borough Hall. The next 2 available dates will be on your introduction letter. A representative will need to attend one of those meetings.

After you receive an approval letter from the Planning Board, you are required to get Commercial Resale/Rental inspections. Please call or visit the office to schedule inspections. ***You will not receive a certificate and cannot open your business until these inspections pass.***

Fee: \$100 (Checks can be made payable to the *Borough of Cresskill*)

For Office Use Only

Date Received: _____

Check #: _____

Received by: _____

App #: _____