Welcome to the Village of Ridgefield Park. We wish you great success in your new business venture. The Village will try to assist you with all requirements needed in your new endeavor. The purpose of this outline is to give you a step-by-step procedure that you can follow, to obtain the required approvals quickly.

The following approvals are required before a Certificate of Occupancy can be issued:

1. Fill out Certificate of Occupancy application. After completing the form, take the application to the Police Department Traffic Bureau, (201) 641-4950 x134 for the approval and signature. Next, the application goes to Health Department, Frank DiBenedetto (201) 641-4950 x108, for approval. The application then goes to the Bureau of Fire Prevention, Fire Marshall Peter A. Danzo, at 50 Main Street (201)440-2570, for signature.

2. The application is to come back to the Building Department for review by Ed Ballard, Zoning Officer, to determine if the proposed business is a permitted use in a specific zone.

If you have any further questions, please contact the Building Department (201) 641-9221 x 4
BUILDING DEPARTMENT
VILLAGE OF RIDGEFIELD PARK
Application for Business Certificate of Occupancy

Use Group ___________  Block ___________  Lot ___________  Date ___________

Application is hereby made to the Building Department for a Certificate of Occupancy for the premises listed below. All provisions of the Building Code and Zoning Ordinance have been complied with.

Zone: ___________

Signature of Applicant

Name of Applicant: ________________________________________________

Address: _________________________________________________________

Name of Business: ________________________________________________

Address: _________________________________________________________

Phone: ___________________________  Email: ___________________________

Owner of Premises: ________________________________________________

Address: _________________________________________________________

Date of Occupancy: ________________________________________________

Description of Business: ___________________________________________

Square Footage: __________________

Hours of Operations: ________________________________________________

Number of Employees: _____________________________________________

Emergency Phone and Names

1. _______________________________________________________________

2. _______________________________________________________________

TO BE FILLED IN BY CONSTRUCTION OFFICER

Police/Traffic Dept.  Health Dept.  Zoning Officer, Ed Ballard

Fire Official, Peter A. Danzo

Signature acknowledges only the application of C.O., but not constitute an acceptance of any particular use of any inspections.
ANY COMMENTS OR SUGGESTIONS, PLEASE NOTE IN SPACE BELOW, INITIAL AND DATE.

APPROVED:

CERTIFICATE NO. ___________________________  Construction Official

DATE: ___________  Michael Landoifi
**Business File Form**

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<tr>
<th><strong>Business Name:</strong></th>
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<td><strong>Address:</strong></td>
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<td><strong>Telephone #</strong></td>
<td><strong>Fax#</strong></td>
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<td><strong>Email or Web Address</strong></td>
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<td><strong>Title:</strong></td>
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**Contacts** (Names will be contacted in order listed below)

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<tr>
<th><strong>Contact:</strong></th>
<th><strong>Name:</strong></th>
<th><strong>Tel#</strong></th>
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**Alarm:** Yes _____ No _____

If Yes:  
**Alarm Co. Name**  
**Address**  
**Telephone**

Fax or mail form to Ridgefield Park Police Department  
Attention Lt. C. Thibault