

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 Change of Tenant

Planning Board Approval Necessary

Date Received: _____ Phone #: _____

Name of Owner: _____

Property Location: _____

Name of Tenant: _____

Tenant Address: _____

Name of New Business: _____

Description of Business: _____

Will you be installing a new sign/awning for your business? Yes No

*Please note that if you do plan to install a permanent sign or awning, it will also need Planning Board approval. You may apply for it at this time if you have plans ready. Please refer to **The Code of the Borough of Cresskill** for all sign and awning requirements.*

Planning Board meetings are the second and fourth Tuesdays of each month at 7:30pm. The next 2 available dates will be on your introduction letter.

After you receive an approval letter from the Planning Board, you are required to get CCO inspections from the Building and Fire Prevention departments. Please call or visit the office to schedule inspections.

Fee: \$50 (Checks can be made payable to the *Borough of Cresskill*)

For Office Use Only

Date Received: _____

Check #: _____

Received by: _____

Batch #: _____