



**PROCEDURES FOR OBTAINING VARIANCE/PERMITS,  
INSPECTIONS AND CERTIFICATES OF OCCUPANCY IN  
ORDER TO LEGALIZE NON-CONFORMING BASEMENT  
UNITS**

- **SUBMIT ZONING DETERMINATION**  
\*Make application to appropriate board (Planning or Board of Adjustment).
- **MUST OBTAIN REQUIRED BUILDING, ELECTRICAL, PLUMBING AND FIRE PERMITS/INSPECTIONS.**
- **IF REQUIRED SPRINKLER DRAWINGS AND CALCULATIONS.**
- **MUST REGISTER WITH NEW JERSEY DIVISION OF HOTELS & MULTIPLE DWELLINGS OR PRODUCE GREEN CARD.**
- **MUST OBTAIN CERTIFICATE(S) OF OCCUPANCY.**