

Procedures for New Business or New Owner of Existing Business

Step #1. - Apply for Zoning Permit – Fill out -**Application & letter of intent form** - **Fee for a zoning permit is \$50.00.** Check or money order only.

If Zoning gets approved, then –

Step #2. - Apply for CCO Permit with Construction Office.

Note:

A. If no work at all is being done you will need a CCO Walk-thru permit –**Fee for this permit is \$300.00.** All four inspectors must inspect your space. Once you are set up you can call for all four inspections.

B. If you are doing work you will need a Tenant Fit-up Permit and that requires licensed contractors on all Electric & Plumbing sections. Any plans must be Architectural Drawing by a Licensed Architect. **Fee for this varies.**

You cannot start work until your permit is issued!!!!

Once your permit is issued you will need to call for the inspections as needed.

Business Signs will require separate Zoning and Building Permits, at additional costs.

Step # 3. Fill out a Fire Prevention Registration for the Fire Prevention Bureau, and return to this office as soon as possible.

Step # 4. Submit a Mercantile License application to the **Borough Clerk.**

Step # 5. Contact the Utility Department and change the name on the Water & Sewer Bill.

New Business or Change in Business: You cannot open for business until all inspections are complete and you have your Continued Certificate of Occupancy.

If you open for business without having everything complete you will be subject to penalties and summonses.

***Some Business's will require the Health Dept Inspections and approvals. Please contact the health department by phone at (732) 416-1837 or by email at health@spotswoodboro.com*

Food Establishments must get a Food Handling Licenses with the Borough Clerk.

*****A drinking fountain/water cooler is mandatory!!!!***