

North Hanover Township
41 Schoolhouse Road
North Hanover, NJ 08562
609-758-2522, ext. 241

Mercantile License Application Checklist

1. _____ Fully Completed Application with Non-Refundable Application Fee. Incomplete applications will be **denied**. To be completed **only** by a Corporate Officer, Local Manager, Business Owner or Partner.
2. _____ Proof of Real Property Taxes Owned/Operated by the Applicant are Current and Not Delinquent.
3. _____ Copy of New Jersey State Certificate of Incorporation and New Jersey Business Registration Certificate.
4. _____ Copy of State Sales Tax Certificate of Authority issued by the New Jersey State Division of Taxation.
5. _____ If leasing the property where business is being operated, provide a copy of current lease agreement or a **notarized** letter dated within the last six (6) months that states permission is granted to operate a business on the property.
6. _____ Food Handling Establishments must provide a copy of their most recent Satisfactory Sanitary Inspection Certificate issued by the Burlington County Health Department.
7. _____ Copy of all Certificates and/or Licenses Needed to Operate Business Required by State of New Jersey ex. Motor Vehicle Dealer's License.
8. _____ Copy of Business Liability Insurance Pursuant to P.L. 2022, c. 92. with additional \$20.00 for Business Insurance Registration
9. _____ Completed Recycling Tonnage Report.
10. _____ **NEW APPLICANTS** must provide a copy of the site plan for the proposed business.

ZONING APPROVAL MUST BE RECEIVED PRIOR TO LICENSE BEING ISSUED. Inspections are at the discretion of the enforcement officer and will be required prior to the approval of the application. *Zoning information is available from the Construction Office.*

North Hanover Township
41 Schoolhouse Road
North Hanover, NJ 08562
609-758-2522, ext. 241

NORTH HANOVER TWP USE ONLY

- Date Received: _____
- Property taxes current: _____
- Fee Recvd: \$ _____

MERCANTILE LICENSE APPLICATION

BUSINESS INFORMATION

Business Trade Name (To Be Printed on License): _____

Physical Location of Business: _____

Block: _____ Lot: _____

Business Phone Number: _____ Business Email Address: _____

Federal Identification No.: _____ Hours of Operation: _____

In Accordance with most Recent Twp. Code

Description of Business: _____

Manager/On-Site Name: _____ Manager/On-Site Phone Number: _____

BUSINESS OWNER INFORMATION

Owner Name: _____ Owner Address: _____

Owner Phone Number: _____ Owner Email Address: _____

**FOR ALL FUTURE CORRESPONDENCE
SEND TO BUSINESS ADDRESS OR BUSINESS OWNER ADDRESS
____ BUSINESS ADDRESS ____ OWNER ADDRESS**

PROPERTY OWNER INFORMATION (IF BUSINESS OWNER IS NOT OWNER OF PROPERTY)

Owner Name: _____ Owner Address: _____

Owner Phone Number: _____ Property Owner Email Address: _____

If leasing the property where business is being operated, provide a copy of current lease agreement or a notarized letter dated within the last six (6) months that states permission is granted to operate a business on the property.

North Hanover Township
41 Schoolhouse Road
North Hanover, NJ 08562
609-758-2522, ext. 241

MERCANTILE LICENSE APPLICATION

STANDARDS FOR LICENSING

Is the applicant a United States Citizen or a Declarant Thereof? _____YES _____NO

Has the applicant ever been convicted of a crime? _____YES _____NO

If YES, what offense, where and when? _____

Has the applicant ever had a license revoked or suspended in the State of New Jersey or any other State?
_____ YES _____NO

If YES, where and why? _____

Do you currently operate any other businesses in New Jersey?

If YES, provide details: _____

Describe and list the type of business being performed including what service(s) are being offered and what equipment, if any, will be stored at the business site:

North Hanover Township
41 Schoolhouse Road
North Hanover, NJ 08562
609-758-2522, ext. 241

MERCANTILE LICENSE APPLICATION

AFFIDAVIT

I, _____, certify that I am the individual making the forgoing application for a Mercantile License and that the answers to the questions contained therein are true.

I also have read, understand and agree to comply with all Ordinances and Inspections pertaining to this business including, but not limited to zoning, operations, construction and all other deemed necessary by the Township of North Hanover, Burlington County and/or the State of New Jersey.

Applicant's Signature

Sworn and subscribed to before me
this _____ day of _____, 20____.

Notary Public

(Seal)