

BOROUGH OF SOUTH RIVER
48 Washington Street
South River, NJ 08882
P. 732-257-1999 F. 732-613-6105



Permit # _____

Date Issued: _____

APPLICATION FOR MERCANTILE LICENSE

FEES:

- ☐ \$75 NEW FEE
- ☐ \$25 RENEWAL FEE
- ☐ \$50 Location Transfer Fee
- ☐ \$25 Replacement Fee

Fees are Non Refundable

NAME OF BUSINESS: _____

PROPOSED LOCATION: _____ BLOCK# _____ LOT# _____

BUSINESS PHONE: _____ EMAIL: _____

APPLICANT INFORMATION

Name _____

Home/Business Address: _____

City, State, Zip: _____

Cell Phone # _____ Email: _____

State Driver's License Issue: _____ Driver's License # _____

ATTACH A COPY OF APPLICANT'S DRIVERS LICENSE

Address on your identification must match the address on this application.

IF YOUR DRIVER'S LICENSE IS NOT FROM NEW JERSEY

YOU must contact your local police department/precinct in which you live to obtain a Certificate of Good Conduct

PARTNERSHIP/ADDITIONAL OWNER INFORMATION

Please make additional copies of this page if multiple partners

Name _____

Home/Business Address: _____

City, State, Zip: _____

Cell Phone # _____ Email: _____

State Driver's License Issue: _____ Driver's License # _____

ATTACH A COPY OF APPLICANT'S DRIVERS LICENSE

Address on your identification must match the address on this application.

IF YOUR DRIVER'S LICENSE IS NOT FROM NEW JERSEY

YOU must contact your local police department/precinct in which you live to obtain a Certificate of Good Conduct



BOROUGH OF SOUTH RIVER
APPLICATION FOR MERCANTILE PERMIT

NATURE OF BUSINESS *(Describe Operation)* ***Provide a scope of business summary, detail of products to be sold and/or produced. If need, continue on separate sheet.***

Number Of Employees _____ Sq. Footage Of Area To Be Occupied _____

Days / Hours Of Operation _____

Number of Parking Spaces: _____ Off Street Parking Spaces Available # _____

Will Any Type Of Food/Packaged Food/Food Product Be Sold? **YES** _____ **NO** _____

(If Yes an additional license issued by the Board of Health will be required)

Does operation involve use or storage of flammable/combustible or hazardous materials?

YES _____ **NO** _____ *If YES, supply quantities and MSDS sheets on products involved (attach list to application)*

Previous Business At This Location: _____

Describe Operation Of Previous Business: _____

Do you own the property: **YES** _____ **NO** _____ **If NO**, submit a copy of your rental agreement

IF CORPORTATION: NAME: _____

Contact information is required for each officer and each stockholder owning 10% or more of the stock. Please provide an **Incorporation Statement**, listing all owners and their percentage of ownership along with name, address, phone number and email address of *each registered agent*.

Name: _____

Name: _____

Address: _____

Address: _____

Phone # _____

Phone # _____

Email: _____

Email: _____

Name, Address Phone and Email Of Attorney (If Any):

PLEASE ANSWER THE FOLLOWING:

Has Applicant(s) ever been denied a license to conduct a business **YES** _____ **NO** _____



BOROUGH OF SOUTH RIVER
APPLICATION FOR MERCANTILE PERMIT

If YES, describe in detail. (Date, business, location)

Applicant(s) ever been arrested or convicted of a crime, or violation of any municipal ordinance in the Borough of South River or any other municipality, other than traffic offenses? YES _____ NO _____

Is applicant currently the subject of any outstanding warrants? YES _____ NO _____

If YES to the above, set forth the date and place of the offense, nature of the offense and the punishment or penalty imposed. (Date, location, disposition)

PLEASE NOTE: The mercantile permit issued is **ONLY FOR THE USE BY THIS APPLICANT** for the proposed services and/or product indicated in this application. Any change or addition to the proposed service or product, applicant **MUST** submit a renewal application with additional proposed services and/or product along with fee. If you relocate your business within South River, a transfer application must be submitted along with fee. Failure to do so, will result in fines.

The undersigned makes these statements above to induce the Borough of South River to issue the license herein applied for and agrees to comply with all laws and ordinances of the Borough applicable to the subject business above referred to. I certify the information contained in this application is true and correct.

Applicant Signature

Date

Applicant Signature

Date

BOROUGH USE ONLY:

DEPARTMENT	APPROVAL / DENIAL	SIGNATURE	DATE
Zoning/Building			
Police			
Fire Prevention			
Health			



MIDDLESEX COUNTY FIRE MARSHAL
1001 Fire Academy Drive
Sayreville, NJ 08872
732-316-7171 (office) 732-721-7486 (fax)



APPLICATION FOR REGISTRATION OF BUSINESS
(please print or type all information)

.....
This area office use only

Local I.D. #: _____ State I.D. #: _____ Date Registered: _____
.....

Business Name: _____

Street Address: _____

Fax #: _____ Phone #: _____

Email: _____

Block/Lot: _____ Do you...OWN or LEASE the property (circle one)

Building Owner's Name: _____

Federal I.D. # _____ Phone/Fax # _____

Street Address: _____

Business Owner's Name: _____

Federal I.D. # _____ Phone/Fax # _____

Street Address: _____

Business Type: Individual _____ Partnership _____ Corporation _____ Other _____

Manager/Agent: _____

Street Address: _____

Phone/Fax # _____

Emergency Contact #1: _____ Phone # _____

Emergency Contact #2: _____ Phone # _____

Emergency Contact #3: _____ Phone # _____

Description of Use: _____

Construction Information:

Square Footage: _____

Nearest Cross Street: _____

Occupancy Load: _____

I CERTIFY THAT ALL STATEMENTS MADE ABOVE ARE TRUE

Signature: _____

Print Name/Title: _____

Address: _____

Chapter 209

LICENSED TRADES AND OCCUPATIONS

§ 209-1.	License required.	§ 209-12.	Change of location.
§ 209-2.	Contents of application.	§ 209-13.	Nuisances.
§ 209-3.	Applicability.	§ 209-14.	Right of entry for inspection.
§ 209-4.	Preparation and filing of forms.	§ 209-15.	Revocation of license; notice of hearing; counsel.
§ 209-5.	Required signature.	§ 209-16.	Posting of license.
§ 209-6.	Investigations and inspections.	§ 209-17.	Fees.
§ 209-7.	Approval standards; time limit.	§ 209-18.	Relationship of fees to municipal costs.
§ 209-8.	Appeals.	§ 209-19.	Exception.
§ 209-9.	Disposition of fees; fee for more than one activity.	§ 209-20.	Enforcement.
§ 209-10.	Termination of licenses.	§ 209-21.	Violations and penalties.
§ 209-11.	Lawful compliance required for building and premises.		

[HISTORY: Adopted by the Mayor and Council of the Borough of South River 9-14-1977 by Ord. No. 1977-36 (Ch. 125, Art. III, of the 1977 Code). Amendments noted where applicable.]

GENERAL REFERENCES

General penalty — See Ch. 1, Art. I.

Fees — See Ch. 155.

§ 209-1. License required.

It shall be unlawful for any person, firm or corporation to conduct, engage in or carry on any business, trade, occupation or activity within the Borough of South River, New Jersey, without having first complied with the provisions of this chapter and obtained a license therefor as is herein provided.

§ 209-2. Contents of application. [Amended 12-14-1977 by Ord. No. 1977-48]

Applications for all licenses and permits required by this chapter shall be made in writing to the Borough Clerk. Each application shall contain the following information in the suggested format:

- A. Name under which business is to be conducted.
- B. Name of applicant. (If a corporation, give names and addresses of president and secretary; if a partnership, give names and addresses of all partners.)
- C. Present residence.
- D. Address within the Borough of business to be conducted and addresses of said business for the past five years.
- E. Nature of business.

- F. Residence of applicant during past five years (if individual).
- G. Whether the applicant has ever had a license to conduct the business herein described denied or revoked, except as noted.
- H. Business telephone number of applicant.
- I. Name and address of attorney, if applicable.
- J. Name and address of registered agent if applicant is a corporation.
- K. The undersigned makes these statements above to induce the Borough of South River to issue the license herein applied for and agrees to comply with all laws and ordinances of the Borough applicable to the subject matter thereof.

§ 209-3. Applicability.

Whenever in this Code a license is required for the maintenance, operation or conduct of any business or establishment or for doing business or engaging in any activity or occupation, any person or corporation shall be subject to the requirement if, by himself or through an agent, employee or partner, he holds himself forth as being engaged in the business or occupation or solicits patronage therefor, actively or passively, or performs or attempts to perform any part of such business or occupation in the Borough of South River, New Jersey.

§ 209-4. Preparation and filing of forms.

Forms for all licenses and permits, and applications therefor, shall be prepared and kept on file by the Borough Clerk.

§ 209-5. Required signature.

Each license or permit issued shall bear the signature of the Borough Clerk in the absence of any provision to the contrary.

§ 209-6. Investigations and inspections. [Amended 9-27-1995 by Ord. No. 1995-27]

- A. Upon receipt of an application for a license or permit, the Borough Clerk shall refer such application to the following departments for the purpose of making an investigation or inspection, and said departments shall make a report thereon, favorably or otherwise, within seven business days after receiving the application or a copy thereof. If said report shall recommend a denial, the reasons for said denial must be set forth.
 - (1) Health Department (with respect to such licenses in connection with the care and handling of food and preventing of nuisances and spread of disease).
 - (2) Zoning Officer (to determine solely whether the proposed business conforms to the zone in which the property is located).
 - (3) Chief of Police (to determine whether the applicant has been convicted of a criminal or disorderly persons offense or whether or not there are any outstanding warrants).
 - (4) Fire Prevention Department (to determine whether or not the building or structure in which the business is intended to operate complies with the fire safety codes).

- B. In the event that the departments' investigation or inspection produces an unfavorable decision, that department must set forth specifically why the applicant is being given the unfavorable decision in writing.

§ 209-7. Approval standards; time limit. [Amended 9-27-1995 by Ord. No. 1995-27]

Within five business days of receipt of the investigations or inspections as set forth, the Borough Clerk shall issue a written approval or denial of the license. An approval shall be issued if all investigations or inspections are favorable. In the event that any investigation or inspection is not favorable, the Borough Clerk shall issue a denial of such application and forward a copy of the report or reports denying the license. The written denial and accompanying reports shall be forwarded via certified mail, return receipt requested, to the applicant within the five-business-day time period.

§ 209-8. Appeals. [Amended 9-27-1995 by Ord. No. 1995-27]

- A. In the event that a license is denied by the Borough Clerk, the applicant shall have 10 days from receipt of the denial to file an appeal of said decision directly with the Borough Council. The applicant must file the appeal by forwarding a written notice to the Borough Clerk advising that the applicant wishes to appeal the denial of the license and setting forth the specific reasons for the appeal and attaching copies of any and all reports produced by the investigations and inspections upon which the denial was issued.
- B. The Borough Council of the Borough of South River shall have 45 days from receipt of the approval to review the same and determine whether said applicant has complied with the general laws and statutes of this state and the ordinances of the Borough of South River, and said Borough Council shall be guided in making the determination by the following standards:
- (1) Zoning Ordinance and Master Plan of the Borough of South River.
 - (2) The Fire Prevention Code.¹
 - (3) The reports of all municipal officers required under this chapter and the general laws and public health and statutes and codes of the State of New Jersey applicable to this community.
 - (4) The license history of the applicant regarding past violations, rejections or suspensions and the timeliness of past applications for licenses and the applicant's continued compliance with license requirements.

§ 209-9. Disposition of fees; fee for more than one activity.

- A. In the absence of provisions to the contrary, all fees and charges for licenses or permits shall be paid in advance at the time application therefor is made to the Borough Clerk. Except as otherwise provided, all license fees shall become a part of the general Borough treasury.
- B. Where the licensee is engaged in more than one activity, as enumerated in this chapter, at the same location, which may be subject to more than one fee, said licensee shall be required to pay that fee which would be charged for the activity assessed the highest fee.

1. Editor's Note: See Ch. 169, Fire Prevention.

§ 209-10. Termination of licenses.

All licenses shall terminate when the licensee ceases operating within the Borough of South River.

§ 209-11. Lawful compliance required for building and premises.

No license shall be issued for the conduct of any business, and no permit shall be issued for any thing or act, if the premises and building to be used for the purpose do not fully comply with the laws of the Borough, county, state or federal government.

§ 209-12. Change of location.

The location of any licensed business or occupation or of any permitted act may be changed, provided that 10 days' notice thereof is given to the Borough Clerk and approval is granted by the governing body and provided that the requirements of all Borough ordinances are complied with and payment of a license transfer fee is made in accordance with this chapter.

§ 209-13. Nuisances.

No business, licensed or not, shall be so conducted or operated as to amount to a nuisance in fact.

§ 209-14. Right of entry for inspection.

Whenever inspections of the premises used for or in connection with the operation of a licensed business or occupation are provided for or required by ordinance, or are reasonably necessary to secure compliance with any ordinance provision or to detect violations thereof, it shall be the duty of the licensee or the person in charge of the premises to be inspected to admit thereto, for the purposes of making the inspection, any officer or employee of the Borough who is authorized or directed to make such inspection, at any reasonable time that admission is requested.

§ 209-15. Revocation of license; notice of hearing; counsel.

The Mayor and Council of the Borough shall have the right to revoke any license whenever the holder thereof or any of the licensee's agents or servants violate any provision of this chapter, the laws of the State of New Jersey or any rules or regulations promulgated as herein provided. Prior to the revocation of a license, a notice of the contemplated action of the Mayor and Council of the Borough shall be served upon said licensee, setting forth such charges as may be the reason for said proposed revocation and the place, date and hour when the Mayor and Council of the Borough will hear the matter. The licensee may be represented by counsel at such hearing.

§ 209-16. Posting of license.

Licenses issued under this chapter shall be posted at the place of business shown on said license in a conspicuous place. Said license shall remain posted for the duration of the licensing year when issued and so long as the licensed business is in operation.

§ 209-17. Fees. [Amended 2-25-1982 by Ord. No. 1982-4; 9-27-1995 by Ord. No. 1995-27; 7-16-1997 by Ord. No. 1997-16]

The license fees to be paid, as hereinbefore provided, to the Borough of South River for conducting or engaging in business, trades or activities at the place designated in the license certificate shall be as

provided in Chapter 155, Fees.

§ 209-18. Relationship of fees to municipal costs.

The fees herein imposed for business and mercantile licenses are revenue-producing in nature, but said fees are used primarily in an attempt to cover the cost of inspections of such businesses to ensure compliance with the laws of the state and the ordinances of this municipality. It is the legislative intent of this chapter to ensure that all businesses of whatsoever kind and wheresoever located in this Borough shall be inspected periodically to ensure compliance with the laws as aforesaid. In certain instances, there are those businesses which warrant additional police surveillance and inspection and there are also those businesses which attract unusual amounts of vehicular traffic, necessitating additional regulation and enforcement. The fees herein set forth provide a reasonable relationship to the costs of the regulation of these businesses and the administration of this chapter.

§ 209-19. Exception.

This chapter shall not apply to any business or occupation licensed under those various laws of this state which prohibit licensing by municipalities.

§ 209-20. Enforcement.

The proper enforcement of the provisions of this chapter dealing with mercantile licenses shall be within the jurisdiction of the Police Department of this Borough and additionally within the jurisdiction of those officers charged with providing the necessary inspections and regulations.

§ 209-21. Violations and penalties.

- A. Pursuant to N.J.S.A. 40:49-5, any person, firm, association or corporation violating any section of this chapter shall, upon conviction in the Municipal Court having jurisdiction, be subject to the penalties provided in Chapter 1, Article I, General Penalty.
- B. The court before which any person is convicted of violating this chapter shall have power to impose any fine or term of imprisonment, or suspension thereof, not exceeding the maximum fixed by this chapter.



**BOROUGH OF SOUTH RIVER
MIDDLESEX COUNTY
South River, New Jersey 08882**

48 Washington Street
Construction/Zoning Office

Office: 732-257-1999, Ext. 2
Fax: 732-613-6105

For a tenant fit-up permit, we require architectural drawings including the following information:

1. Building layout (number of floors, floor or floors being occupied)
2. Building use and occupancy classification and construction type
3. Path of egress/emergency evacuation plan (A 8.5 x 11 copy to be posted at each exit door)
4. Occupancy load calculation for building and rooms
5. Label all rooms. Room set up
6. Mechanical room with equipment locations and combustion air. Label on door
7. Show emergency/exit lighting and signs
8. Exterior egress lighting
9. Adjacent space use. Does a fire separation (ceiling & walls) exist and/or is one going to be required?
10. Proposed tenant space use. Existing or previous use
11. Windowless basement *Yes or No*
12. Smoke detector locations
13. Sprinkler system *Yes or No* If yes, show locations
14. Locations of fire extinguishers
15. Layout of fixtures, counters, clothing racks, displays, etc., if applicable
16. If construction work and/or repairs are to be performed to correct existing violations or to bring building up to code, show construction details and all materials being used
17. ADA Construction details if required
18. All signs are require a zoning permit and may require a construction permit (see Sign Guide)
19. If your business involves food you need Health Department Approval so please supply 3 copies of the drawings. All other, 2 copies.

Once a Tenant Fit-Up permit number has been issued, it is your responsibility to call and schedule inspection of the space through the Construction Office, 732-257-1999, Ext. 2. Some permits require progressive inspections, i.e., rough plumbing, rough electric, rough fire and rough building and then final inspections. Please have your tenant space setup and all repairs/construction work completed prior to final inspections. Have your paperwork and the drawings on site. Failure to schedule inspections will result in violations and possible penalties. New businesses are not permitted to open until all inspections have resulted in approved status and Mercantile License is obtained.



**BOROUGH OF SOUTH RIVER
MIDDLESEX COUNTY**
48 Washington Street, South River, New Jersey 08882

PROHIBITED SIGNAGE IN COMMERCIAL ZONES

The following signs are **NOT** permitted in any Commercial Zone in South River

1. No sign shall be erected, used or maintained which in any way simulates official, directional or warning signs erected or maintained by the State, County or the Brough or by any public utility or similar agency concerned with the protection of the public health or safety.
2. No sign other than official traffic control or street signs shall be erected within or encroach upon the right-of-way of any street.
3. No sign may obstruct any window, door, fire escape, stairway or opening intended to provide sight or ingress and egress to or from any building or structure except as herein provided.
4. Animated or flashing, flickering, or LED-style signs using mechanical or electrical devices to revolve, flash or display movement or the illusion of movement, except for clocks or weather information, are prohibited.
5. Signs projecting more than one foot from the wall of a building are prohibited.
6. No portion of any sign shall be located within or suspended over a public right-of-way or pedestrian walkway.