

WILLINGBORO



TOWNSHIP

NEW JERSEY

NEW BUSINESS CHECKLIST

All items must be completed for a Certificate of Zoning Compliance to be issued and must be done prior to occupying the establishment.

1. Zoning Approval- This is the first step in this process. This **MUST** be completed before any of the other steps below are completed. The zoning application must be completed in its entirety.
 - ✓ Deed or Lease
 - ✓ Submit floor plan of proposed use for space
 - ✓ Confirmation from Division of Fire Safety
2. Construction Permits- Required if there are any renovations to the existing building or if there is a change of use (i.e. a restaurant changing into a clothing store). Any new signage also requires a permit. All UCC permits must be closed prior to issuance of the Certificate of Zoning Compliance.
3. Confirmation from the Division of Fire Safety
4. Burlington County Health Department Certificate of Approval of all food establishments and food trucks.
5. Mercantile License needs to be applied for and issued by the Township Clerk's office.

Please submit all required documentation to ensure the application will be reviewed without any delays. Additional items and information may be required.

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NEW JERSEY

ZONING COMPLIANCE APPLICATION
APPLICATION FOR OCCUPANCY
RETAIL/COMMERCIAL BUSINESS/ PROFESSIONAL
ADMINISTRATIVE OFFICES/PLACES OF ASSEMBLY

Block: _____ Lot: _____ **\$75.00 FEE**

Site Location: _____

Zoning Classification: _____ Use Group: _____

Owner Name: _____

Owner Address: _____ Phone#: _____

Owner City/State/Zip: _____

Tenant Name: _____

Tenant Address: _____ Phone#: _____

Tenant City/State/Zip: _____

Floor Plan attached: YES NO Business Name: _____

Nature of Business: _____

Type of Merchandise for Sale: _____

Type of Professional Services: _____

Handling/Preparation/Sales of Food: YES NO (Submit approval from Burl. Co. Health Dept)

Equipment Utilized for food preparation: _____

Use of any flame-producing devices: YES NO

If Yes, Explain: _____

Distribution or Sales/Use of Automatic Amusement Devices: YES NO

Sales of Gold, Silver, Precious, and Semi-precious Gems: YES NO

Sales of Pets (Dogs, Cats, Tame and Non-poisonous Animals): YES NO

Sales of Weapons: YES NO

Days/Hours of Operation: _____

Does your business require a License from the State of New Jersey: YES NO

If yes, please state and provide copy of License: _____

Will your Unit have a separate Alarm System: YES NO

Unit Square Footage: _____ Number of Employees: _____

Email: _____

Applicant's Signature: _____ Date: _____

Print Name: _____ Phone#: _____

Check: _____ Cash: _____ CC#: _____ Receipt#: _____

OFFICE USE ONLY

☐ Approved

☐ Denied

Ordinance: _____

Conditions: _____

Zoning Official: _____ Date: _____



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO Box 809
TRENTON, NJ 08625-0809

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

RICHARD E. CONSTABLE, III
Commissioner

Dear Business Owner,

Your local Fire Official has identified your business as one that needs to be registered with the New Jersey Division of Fire Safety as a Life Hazard Use (LHU). There is an annual fee associated with each LHU which is utilized to cover the costs of inspecting your business as well as other fire prevention activities within your municipality. In line with Governor Christie's initiative for State business transactions to be paperless, the registration process will be done on-line. You can request access to RIMS through the Division's website at <http://www.state.nj.us/dca/divisions/dfs/>. Look for the "Non-Registered User" link to RIMS. Since the on-line system operates through the My New Jersey portal, you will be asked whether you already have a portal account or not. (Many business owners already use the portal to pay their business taxes.) Once you have established RIMS access, you will be required to maintain your registration account through the portal.

When you register, you will be asked a series of questions, an example of which are below, to determine what registered service is appropriate.

Is this application for a new owner at a previously registered business? Yes/No

If YES Provide date of business ownership transfer:

Are you changing the LHUs / Non LHUs of a registered business? Yes/No

Are you registering a new business? Yes/No

Do you know your registration number? Yes/No

If YES Enter the business registration number:

If you purchased your business from a previous owner and want to **transfer** it to you, you will answer Question 1 as YES and provide the date of transfer. If you know the registration number, you can provide it.

If your business has never been registered by you or anyone else, it is an **initial registration**. You will answer Question 1 as NO, Question 2 as NO and Question 3 as YES.

If your business has changed in any way, perhaps you have changed the occupant load or changed the square footage, or something similar, your fire official may inform you that you must **update** your registration and make a modification to your Life Hazard Use(s). You will answer Question 1 as NO and Question 2 as YES. If you know the registration number, you can provide it.



Finally, if you simply need to make changes to your contacts or correct minor errors to your registration, none of which changes your Life Hazard Use(s), you must **amend** your registration. You will answer Question 1 as NO, Question 2 as NO (because you are not modifying your LHU) and Question 3 as NO. If you know the registration number, you can provide it.

During the application process you will be asked to provide several pieces of information including: the legal name of your business; your tax identification number; the name, telephone and email address of the person submitting the application as well as a billing contact. The system will also ask you to request a computer generated PIN number, which will be sent to the email you provide. We have found that sometimes the email gets directed to the user's SPAM/junk emails, so we recommend you look in that email folder before you assume that your PIN was not sent. Your PIN number acts as an electronic legal signature and should therefore be kept confidential. If you forget your PIN it is very simple to request another.

One of the great advantages of this on-line system is that electronic payments can be made by credit card and/or e-check to greatly decrease the possibility that you will be penalized or your bill sent to collection for failure to pay your registration fee. If you choose to send a paper check, information as to where to mail it will be provided on your invoice.

If at any time you require assistance, please contact either your local Fire Official or the Division. All email inquiries for the Division of Fire Safety, Bureau of Code Enforcement can be sent to rims.help@dca.state.nj.us or you can call telephone number 609-633-6144.

Sincerely,

Lou Kilmer, Chief

Bureau of Fire Code Enforcement

Division of Fire Safety