



Township of Little Egg Harbor

665 Radio Road

Little Egg Harbor, New Jersey 08087

Telephone: 609-294-9071 / Facsimile: 609-294-9065

Commercial Rental Mercantile License Requirement Checklist

Initial application:

1. ☐ Completed application in its entirety
2. ☐ Floor plan
3. ☐ Copy of Liability Insurance in the amount of \$500,000.00 (example: declaration page must state policy number, rental property address, amount of liability, and an expiration date)
4. ☐ Copy of Property Owners driver's license
5. ☐ Formation, POA, or Surrogate letter if the property is an LLC or an estate
6. ☐ \$50.00 check or money order made payable to Little Egg Harbor Township

Renewal application:

1. ☐ Completed application
2. ☐ Copy of Liability insurance (only if the document on file has expired)
3. ☐ Copy of Property Owner's driver's license
4. ☐ \$50.00 Check or money order made payable to Little Egg Harbor Township



Commercial Mercantile Application

Please type or print clearly

APPLICATION FOR RENTAL MERCANTILE LICENSE Township Code §279

Little Egg Harbor Township
665 Radio Road
Little Egg Harbor, NJ 08087
Attn: Zoning Department

Official Use Only

Date Received:

Approved: ☐ Denied: ☐

Fee: Check #:

Mercantile License renewal fee is due the first business day of each New Year (\$50.00)

1. INITIAL APPLICATION _____ RENEWAL APPLICATION _____ CHANGE OF TENANCY _____
2. Property Address: _____, Block _____ and Lot _____

P.O. Box not sufficient

3. Applicant/Business/Trade Name: _____
4. Owner's Mailing Address: _____
5. Owner(s) Phone Number(s): Primary _____, Secondary: _____
6. Owner's E-mail Address: _____
7. If Corporation, Name, Address, and Phone Number of all general partners: _____

8. Registered local (MUST RESIDE IN LITTLE EGG HARBOR TOWNSHIP) Agent's Name: _____

9. Registered local (MUST RESIDE IN LITTLE EGG HARBOR TOWNSHIP) Agent's Address: _____

10. Registered local (MUST RESIDE IN LITTLE EGG HARBOR TOWNSHIP) Agent's Phone Number: Primary: _____, Secondary: _____

E-Mail Address: _____

11. Number of Cubicles: _____ Square Footage: _____ Type of Business: _____

12. If fuel oil is used to heat the building and the landlord furnishes the heat in the building, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used: _____

In order to satisfy the requirement of this provision, copy of liability insurance as per P.L. 2022, c. 92, copy of Owner's driver's license and owner shall submit **a floor plan** which shall become a part of the registration application and which shall be attached to the registration form when filed with the Code Enforcement Officer of his designee.

A copy of this application must be in a conspicuous place within the rental unit.

The undersigned does hereby certify that the statements above given are true and to the best of my knowledge, and that I will comply with all, lawful regulations.

Print Name

Owner's Signature

Date

THIS APPLICATION MUST BE FILL OUT IN ITS ENTIRETY

LFN 2022-23

December 28, 2022

Contact Information

Website

www.nj.gov/dca/divisions/dlgs

E-mail

dlgs@dca.nj.gov

Phone

609.292.6613

Mail and Delivery

101 South Broad St.
PO Box 803
Trenton, New Jersey
08625-0803

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Director

Business and Rental Unit Liability Insurance Implementation of P.L. 2022, c. 92

P.L. 2022, c. 92, signed into law on August 5, 2022, institutes a new minimum liability insurance requirement for owners of businesses and rental units (whether residential or non-residential). Such owners will be required to annually register the certificate of insurance in the municipality where the business or rental unit is located.

Minimum Insurance Coverage

Effective for new insurance policies issued on or after November 3, 2022, the law will require the owner of a business, or one or more rental units, to maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence. Such insurance could be provided as part of policies such as those for commercial general liability, personal liability, or an umbrella insurance policy. However, owner-occupied two-family, three-family, or four-family homes are subject to a lower \$300,000 coverage minimum which becomes effective for insurance policies issued on or after February 1, 2023.

Registration with Municipality

The law gives municipalities flexibility with respect to handling the annual registration of certificates of insurance. Depending on how the municipality is organized, certificates could be registered with the municipal clerk or other appropriate offices, such as those for housing or economic development. A municipality may enact an ordinance establishing a reasonable administrative fee for the annual registration. Although the law does not define "reasonable," municipalities should not charge a fee that exceeds the cost of administering the registration process.

Enforcement

Through a summary proceeding pursuant to the "Penalty Enforcement Law of 1999" (N.J.S.A. 2A:58-10 et seq.), the governing body of a municipality may collect a fine of not less than \$500, but no more than \$5,000, against an owner failing to comply with the law. This Notice does not opine on whether municipalities issuing business licenses or non-Uniform Construction Code certificates of occupancy for rental units can require proof of compliance with minimum liability coverage as a condition of licensure; please consult your municipal attorney.

Approved: Jacquelyn A. Suárez, Director