

NEW BUSINESS CHECKLIST

Below is a checklist of all items required before a business opens or if a commercial property changes ownership. Some items may not be applicable depending on the type of business. This is not applicable to Home Business's. Please contact Zoning for more information. Please note that the steps **MUST** be followed in the order given below.

1. Zoning approval– Zoning approval is the first step in this process. This **MUST** be completed before any of the other below steps are completed. The zoning application must be completed in its' entirety. Under description of work, please put what type of Business is being opened (retail, storage, office, etc...). The Business name, number of employees and hours of operation must be included. If this space is being leased out, the owner of the property must sign the application. The cost of this application is \$50

Any questions, contact Kristine D'Amico in Zoning at 856-881-9230 ext 88350 or via email at Kdamico@glassboro.org

- ◆ Once Zoning approval is received, steps 2, 3, 4 and 5 can be completed. **Steps 4 & 5 are only for food establishments**

2. Application for Commercial Certificate of Transfer of Title/Tenancy– Please complete this form in it's entirety. If no Realtor or Agent is used, that section can be left blank. The cost of this application is \$200 for a single unit and \$100 for any additional units sold or leased. An inspection will be scheduled and the unit(s) will be inspected. Any violation will be given after the inspection

Any questions, contact Kaitlin Harrell in Resales at 856-881-9230 ext 88140 or via email at Kharrell@glassboro.org

3. Glassboro Fire Prevention– This application needs to be filled out fully and legibly. This form is given to Gloucester County and all items must be able to be read. There is no cost for this application at the time of submittal.

Any questions, contact Kristine D'Amico in Fire Prevention at 856-881-9230 ext 88350 or via email at Kdamico@glassboro.org

4. Gloucester County application to construct/alter/renovate a retail food establishment– This form can be found online at www.gloucestercountynj.gov/689/Applications-Forms. Gloucester County will conduct its' own inspection and issue a Sanitary Score. A copy of this must be provided at the time of the Commercial CO Inspection. The fee is determined by the County.

Any questions, contact Gloucester County Health Department at 856-218-4101

5. Glassboro Application for License to Operate a Retail Food Establishment– This must be filled out and submitted before the CO is issued. This form can be found online at Glassboro.org/health-housing. The fee for this is dependent on the size of the building.

Any questions, contact Katy Harrell in Health & Housing at 856-881-9230 ext 88140 or via email at KHarrell@glassboro.org

6. **AFTER** the CO is issued, a Mercantile License needs to be applied for and issued by the Office of Economic Development. This form can be found online at Glassboro.org/economic-development. This application costs \$10.

Any questions, contact Tawana Bryant in Economic Development at 856-881-9230 ext 88322 or via email at Tbryant@glassboro.org

BOROUGH OF GLASSBORO

ZONING APPLICATION #: _____

1 South Main Street, Glassboro NJ 08028 (Mailing Address)

10 South Poplar Street, Glassboro NJ 08028 (Location)

Phone 856.881.8140 Fax 856.863.4690

- New Unit Created
- Redevelopment
- Workshop
- Rental Yes/No

APPLICATION FOR ZONING PERMIT

Location of Worksite: _____ BLOCK # _____ LOT# _____

Mailing Address _____

Property Owner _____ Print _____

Contact Phone Number _____ Email _____

Description of Work: _____

Business Name: _____ # of Employees & Hours of Operation: _____

ATTACH A PLOT PLAN OR SURVEY SHEET

OFFICE USE BELOW

Current Zoning: _____ Corner Lot: _____

Footprint of Improvement (Sq Ft.): _____ Height of Improvement: _____

Building Permitted Coverage: _____ % Existing: _____ Proposed: _____

Recreation Permitted Paving: _____ % Existing: _____ Proposed: _____

Parking Permitted Paving: _____ Existing: _____ Proposed: _____

Total Coverage: _____ %

New Total Building : _____ *No Dumpsters to be parked on any

New Total Parking: _____ public roadways _____

New Total Recreation: _____ New unit - W&S notified _____

Approved: _____ Denied: _____

CLARK PIERPONT, ZONING OFFICER

FOR OFFICE USE ONLY:

Residential Fee	\$40	DATE: _____	CHECK# _____	Collected By: _____
Non-Residential Fee:	\$50	DATE: _____	CHECK# _____	Collected By: _____
Compliance Letter:	\$25	DATE: _____	CHECK# _____	Collected By: _____
Construction Permit: _____		Street Opening: _____	Water & Sewer: _____	
Licenses: CCO: _____	Mercantile: _____	Fire: _____	Food: _____	County Food: _____

Applicant assumes all responsibility for any impact on drainage and grades

A denial requires a Zoning Board of Adjustment Approval

New Construction requires curbs and sidewalks



BOROUGH OF GLASSBORO

Code Enforcement Office

10 S. Poplar Street, Glassboro, NJ 08028

Kaitlin Harrell, Administrative Assistant

(P) 856-881-9230 ext. 88140

(F) 856-863-4690

APPLICATION FOR CERTIFICATE OF TRANSFER OF TITLE/TENANCY

Property information:

Address of Property: _____ Block: _____ Lot: _____

Owner's name(s): _____

Address of owner: _____

Email address of owner: _____ Phone number of owner: _____

Buyer/Tenant information

Buyer(s)/Tenant(s) name: _____

Address of Buyer/Tenant: _____

Email address of Buyer/Tenant: _____

Phone number of Buyer/Tenant: _____

Business name: _____

Realtor/Agent

For the: Seller Buyer/Tenant

Name of Realtor/Agent: _____

Email of Realtor/Agent: _____ Phone number of Realtor/Agent: _____

Buyer/Tenant name (print)

Buyer/Tenant Signature

Property Owner Name (print)

Property Owner Name (print)

Purchase/Rental Price: _____ Copy Of Contract of Sale/Rental Agreement Provided: Yes No

For Office Use only

First Unit: \$200

Additional Units: \$100/Unit

Fee Remitted: _____ Date: _____ Form of payment/check # _____

Collected by: _____ Inspection Date: _____

Inspections are done Monday, Wednesday and Friday, 9am-11:30am, by appointment only.

A ZONING PERMIT IS REQUIRED PRIOR TO NEW TENANCY/OWNER OCCUPATION



GLASSBORO BUREAU OF FIRE PREVENTION

Kristine D'Amico— Administrative Assistant

10 South Poplar Street

(P) 856-881-9230 EXT. 88350

(F) 856-863-4690

1. Name of Business: _____

2. Business Address: _____

3. Business Phone number: _____

4. List all buildings and their uses in detail on this property:

5. Hours of Operation (ex. 9am-5pm, M-F) : _____

6. Height of Building: _____ (ft)

7. Number of stories/floors: _____

8. Gross Square Footage of each floor: _____

9. Year Building was built: _____

10. Name, address, phone number, and email of business owner:

Email Address: _____

Local L806: _____ State: _____ Date received: _____

Business Name: _____



11. Name, address, phone number, and email of building owner:

Email Address: _____

12. Name, address, phone number, and email of person (s) responsible for maintenance:

Email Address: _____

13. Names and phone numbers of three (3) people to contact for emergencies:

1. _____

2. _____

3. _____

I certify that all statements made by me in the registration form are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature of affiant

Print name of affiant

Local L806: _____ State: _____ Date received: _____

Business Name: _____