

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