



City of Northfield

Office of Housing / Zoning

1600 Shore Road – Northfield - New Jersey - 08225

(609)641-2832 Ext. 140

APPLICATION FOR CERTIFICATE OF BUSINESS

A NON-REFUNDABLE FEE OF \$65.00 TO BE PAID WHEN SUBMITTING APPLICATION.

This application does not guarantee the issuance of a Certificate of Business and/or Mercantile License, if applicable. You may be referred to the Planning/Zoning Board. A Non-Life Hazard inspection may be required before moving in. You must obtain appropriate building permits for all work to be done and change of signs at this location. All contractors must have a valid contractor's license.

BLOCK _____ LOT _____ ZONE _____ USE GROUP _____

New Business Name _____

Address _____

Previous Use of Property _____

Anticipated Opening Date _____ Square Footage _____

Applicant Name _____ Phone Number _____

Home Address _____

Phone Number _____ Email Address _____

Owner Of Property _____ Phone Number _____

Address of Property Owner _____

Detailed description of the business to be conducted _____

Projected number of employees _____

Hours of operation _____

Pursuant to Chapter 215-105(Q) <https://ecode360.com/8268045> of the City of Northfield Municipal Code, what are the parking requirements for this type of business: _____

How many parking spaces are available to be dedicated for your business: _____

If approval is granted, you must submit a copy of your water bill to the Tax Office, for purposes of sanitary sewer billing. Ssee chapter 288-52(B) <https://ecode360.com/15641805>

Please provide any other important information. If you will have any retail sales, indicate type of items to be sold if not previously stated:

Certain businesses must also apply for a Mercantile License from the City Clerk’s Office.

Please refer to Chapter 220 of the Northfield. The code can be found on our City website <https://cityofnorthfield.org> and at <https://ecode360.com/8495044>.

The Mercantile License application can be picked up in person from the City Clerk’s Office and can be found on our website at: https://www.cityofnorthfield.org/pdf/mercantile_app.pdf .

DO NOT WRITE BELOW THIS LINE – FOR INTERNAL USE ONLY

FEE: \$65.00 CASH OR CHECK NUMBER _____

Certificate Of Business Approved: Yes _____ No _____ Date _____

Planning Board Approval: Required _____ Received _____ Not Needed _____

If required reason: _____

Relevant Article/Section of the Legislative Code _____

Mercantile License required: Yes _____ No _____

Date: _____

Zoning Office