

**CITY OF NORTHFIELD**  
**MERCANTILE LICENSE APPLICATION**

*For Internal Use Only:*

License # \_\_\_\_\_

Fee \_\_\_\_\_

1. Name of business: \_\_\_\_\_
2. Physical Address of business: \_\_\_\_\_
3. Billing/Mailing address of business: \_\_\_\_\_
4. If the business is not to be conducted out of or from a permanent premises within Northfield, set forth:
  - a. Address of applicant \_\_\_\_\_
  - b. Address of principal place of business of applicant \_\_\_\_\_
  - c. Address of location from which business to be licensed shall be conducted and name of the owner of the premises \_\_\_\_\_
5. Local telephone # of business \_\_\_\_\_ Telephone # of applicant \_\_\_\_\_
6. State ID # of business \_\_\_\_\_ Federal ID # of business \_\_\_\_\_
7. Name and address of owner of business \_\_\_\_\_
8. Name and address of Registered Agent of Business, if applicable \_\_\_\_\_
9. Name and address of applicant \_\_\_\_\_
  - a. Include any other name, nicknames or aliases under which applicant is or has been known \_\_\_\_\_
  - b. If applicant is not an individual, state the names, titles and resident addresses of all officers and managers of the business \_\_\_\_\_
  - c. If applicant has additional employment, set forth the name and address of the employer, the employer's principal type and place of business and a letter of affidavit establishing the relationship between employer and employee and authorizing the employee to file for a mercantile license (this shall be notarized if requested by the mercantile tax collector) \_\_\_\_\_
10. Title of applicant and relationship of applicant to business \_\_\_\_\_
11. Prior licensing history of business and applicant, together with all other names and locations under which this applicant has conducted business. Also, set forth the identity of all other partners with whom applicant has conducted such prior business \_\_\_\_\_
12. Does applicant presently hold a mercantile license from any other municipality? If yes, name of the municipality and type of business carried on, together with the name under which the license has been issued \_\_\_\_\_
13. Has applicant ever had a mercantile license suspended or revoked? If yes, name of municipality in which the license was suspended, name under which license was issued, date of suspension, and reason for suspension \_\_\_\_\_
14. Are premises where business shall be conducted leased? If yes, name and address of owner or landlord and term of lease \_\_\_\_\_
15. Days of week and hours of operation of business to be licensed \_\_\_\_\_

16. Description of nature of business and list of goods, articles, class of goods, wares, merchandise or services to be sold or supplied \_\_\_\_\_  
\_\_\_\_\_
17. Square footage of building space occupied by your business \_\_\_\_\_
18. Number of mechanical amusement devices on premises and description of each \_\_\_\_\_  
\_\_\_\_\_
19. Number of mechanical amusement video devices on premises and description of each \_\_\_\_\_  
\_\_\_\_\_
20. Number of vending machines (other than cigarettes) on premises and description of each \_\_\_\_\_  
\_\_\_\_\_
21. Number of seats, if applicable \_\_\_\_\_

References	Name	Address	Phone #
(1) Business	_____	_____	_____
(2) Personal	_____	_____	_____
(3) Personal	_____	_____	_____

THE FEE STATED ON THIS APPLICATION IS TENTATIVE AND SUBJECT TO CHANGE UPON REVIEW OF THIS COMPLETED APPLICATION FORM BY THE CITY CLERK. FEES ARE REGULATED ACCORDING TO CHAPTER 220 – LICENSED OCCUPATIONS – OF THE MUNICIPAL CODE, FOUND HERE: <https://ecode360.com/8495044>

MERCANTILE LICENSES ARE RENEWABLE BY JUNE 30<sup>TH</sup> ANNUALLY.

RETURN THE COMPLETED APPLICATION WITH CHECK PAYABLE TO **CITY OF NORTHFIELD**, TO THE ADDRESS AT THE BOTTOM OF THIS FORM

**IMPORTANT INFORMATION REGARDING THE OPENING OF YOUR BUSINESS**

Temporary signs advertising the initial/grand opening of a new business are only permitted for 30 days from either the issuance of a mercantile license or the date the new business opens, whichever is earlier. Signs must be immediately removed upon the expiration of the aforesaid thirty-day period. The signs shall not be illuminated, shall be not larger than eight square feet in area, shall not exceed eight feet in height and may be erected flat against the building or freestanding. No temporary sign shall be placed within the area of any window in which a neon, LED or electronic light sign has been installed. Visit <https://ecode360.com/8268385> for full rules regarding SIGNS. Please confirm you have read and understand this section \_\_\_\_\_ Applicant initials.

Should you wish to have the Mayor attend a Grand Opening Ceremony for your business, contact the City Clerk’s office to make arrangements.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

CITY CLERK \_\_\_\_\_

**City Clerk’s Office, City Hall, 1600 Shore Road, Northfield New Jersey 08225  
(609) 641-2832 ext. 125**