ATTENTION BUSINESS OWNERS

ALL BUSINESSES NEED TO FOLLOW ZONING PERMIT PROTOCOL. READ BELOW!

Follow the Steps Below before Business Opening:

1. Contact Zoning for **Zoning Approval** (732-745-5050).

2. After you receive zoning approval, call the City Clerk (732-745-5041) to determine if you'll need a **Merchant's License AND/OR a Food Establishment License**. A business/merchant's license is necessary to conduct business transactions and sell merchandise. A Food Establishment License is necessary to sell food. All license applications are required to be notarized.

3. All food establishments need a **Department of Health Approval**. The Health Department will conduct an inspection of your place of business. To schedule, call: 732-745-5021 or email jessica.battle@co.middlesex.nj.us or kathleen.smith@co.middlesex.nj.us. Health Department application forms need to be notarized. If there is a change of use, please provide two copies of the floor plans.

4. All businesses must have a **Certificate of Continuing Occupancy* (CCO)** before opening. This is the process:

   - Please bring your CCO application with all required items and the applicable approvals listed above, along with a $200.00 check or postal money order to the Construction Department, Civic Square, 2nd floor.
   - After your payment is entered into the system, you will be able to schedule an inspection of your business space with the Construction Department (732-745-5075).
   - When your Construction Department inspection is complete and approved, a Certificate of Continuing Occupancy will be issued to you.

5. Please call **Fire Safety** (732-745-5075) to inspect your place of business after your CCO is issued to you.

* You will need a new CCO if your type of business has changed, has a new business name, a new location, or a new owner.