



TOWNSHIP OF RIVERSIDE
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STARTING A BUSINESS CHECKLIST

Welcome to the Township of Riverside. We are pleased that you have chosen our wonderful community to begin, relocate or expand your business. The following information will help simplify your endeavor and also ensure that it is done in accordance with the Codes of the Township of Riverside. The information will walk you through the five most important steps to beginning and operating your business. Please review this information carefully and thoroughly. If you have any questions or concerns on anything contained herein, please refer to the contact information provided.

Zoning (5 Days) **Start Date:** _____ **End Date:** _____ **Fee: \$30**

- All businesses, whether new or relocating, require an approved Zoning Use Permit for Business from the Zoning Officer to ensure the use is permitted in a zone.
- All paperwork can be obtained from the Zoning Office.
- An approved application will be required to obtain a Certificate of Continued Occupancy and a Business License.

Zoning Officer: Hugh McCurley (856) 461-1460 Ext. 5

License (5 Days) **Start Date:** _____ **End Date:** _____ **Fees: \$50-100**

- All retail businesses that are not licensed by the State are required to register for a business license.
- A Business License application can be obtained from the Office of the Township Clerk.
- Business Licenses must be renewed on an annual basis with payment of the fee.

Clerk's Office: Jackie Ransburgh 856-461-1460 Ext. 1

Permits (20 Business Days) **Start Date:** _____ **End Date:** _____ **Fees: \$55 (Minimum)**

- Any building that requires renovations for the approved business will necessitate any and all appropriate construction permits.
- All pertinent paperwork can be obtained from the Secretary of the Construction Office.
- Permits must be obtained and all work must be completed and inspected before a Certificate of Occupancy can be issued.
- Any business that involved food must have approval from the Health Department before a Certificate of Occupancy can be issued.
- Please see the Construction Office for fee schedule.

Construction Secretary: Gina Carroll (856) 461-1460 Ext. 5

Certificate of Occupancy (20 Days) **Start Date:** _____ **End Date:** _____ **Fees: \$50-185**

- All businesses must obtain a Certificate of Occupancy before opening.
- Certificate of Occupancy inspections are carried out by the Construction Official, Hugh McCurley and can be arranged with the Secretary of the Construction Official, Gina Carroll.

Signage (5-20 Days) **Start Date:** _____ **End Date:** _____ **Fee: \$30**

- All signage, whether new or a change to existing signage, requires zoning approval and possibly construction permits.
- All pertinent paperwork can be obtained from the Construction Office.
- An approved zoning application must be obtained before a construction permit can be reviewed and approved by the appropriate Officials.

THANK YOU FOR CHOOSING RIVERSIDE TOWNSHIP!