

Business Registration Application

Somers Point City Clerk's Office

New

Renewal

Location Change

Business Registration required for all businesses not otherwise subject to licensing and regulation under Chapter 169 or Chapter 174 of the Code of the City of Somers Point.

Name of Business: _____

Business Address: _____

Business Phone Number: _____ **Email:** _____

Federal Tax ID Number: _____ **NJ State Tax ID Number:** _____

Owners name, address, and phone number; if a corporation, name, address and phone of president and secretary; if a partnership, name, address and phone number of all partners; if an LLC, name, address, and phone number of all managing members: _____

If applicant is not the owner of the business premises please provide: name, address, phone number of landlord or managing agent of property: _____

Manager/Supervisor Name and Address: _____

Cell/Home Phone: _____

Nature of Business: _____

Hours of Operation: _____ **Days of Operation:** _____

If a corporation, name and address of Registered Agent. Attach copy of Good Standing Certificate.

Occupancy Load _____

Number of Exits _____

Number of Curbs Cuts _____

Number of Parking Spaces _____

Size of Lot _____

Zoning Designation _____

Number of Persons Employed _____

Date of Last Fire Inspection _____

Are Sprinklers Required? _____

Date of Last Health Inspection _____

Any changes from previous use? _____

Representation that all Real Estate Taxes are paid and current: _____

Any outstanding zoning or planning violations? _____

Does the operation involve any flammable/combustible/hazardous materials and if yes, provide MSDS sheets: _____

YOUR SIGNATURE IS REQUIRED ON THE SECOND PAGE

If you are a 501©, submit an application along with a copy of a valid letter from the IRS verifying the not for profit status and a copy of a current good standing certificate issued by the State of New Jersey. Upon presentation of these attachments, the annual fee shall be waived.

Date: _____ Signature: _____

ANY CHANGES TO THE ABOVE SHALL BE REPORTED WITHIN TWENTY (20) DAYS OF THE EVENT. ALL BUSINESSES MUST COMPLY WITH THE RECYCLING ORDINANCE.

**Fee: \$100.00 Annually; New Business Opening After June 30th: \$50.00; Late Fee After June 30th \$35.00
Make checks payable to "City of Somers Point"**

OFFICIAL USE ONLY

Attachments:

- Certificate of Occupancy
- Emergency Contact Police Form
- Outstanding Zoning or Planning Violation
- Fee Amount
- Copy of State License
- Late Fee, if Applicable

Real Estate Taxes are paid and current: Yes No

Signature of Tax Collector: _____ Date: _____

Date Received from Tax Collector: _____

Date Forwarded to Zoning Officer: _____

Report of Zoning Officer: APPROVED DENIED

Date: _____

Zoning Officer

Date Received from Zoning Officer: _____

Issue Date: _____ Check # _____ License # _____