



City of Somers Point

DEPARTMENT OF THE CITY CLERK

SOMERS POINT
NEW JERSEY
the shore starts here!

Dear Business Owner:

The City of Somers Point is now accepting **ONLINE applications** for:

- Mercantile Licenses
- Business Registration Licenses

To apply for your License:

- Please visit the City's website at www.somerspointgov.org.
- Click the blue square labeled "City and Government Information."
- Click the "Services/Department" tab.
- Click on "City Clerk/Registrar."
- Scroll down to the bottom of the page.
- Click on the Mercantile License **OR** Business Registration Licenses box.
- Fill out the online application form COMPLETELY. Be sure that every box has a response entered.
- If your Business Location Address cannot be found → Click Search By: **Non-Resident or Address Not Found**
- If this is your first time applying online → Application Type = NEW
- Once finished – Click SUBMIT.
- After the application form is submitted, it will be reviewed by our office.
- Once it is approved, a **Request for Payment** will be **E-MAILED** to the email address you provided on your application.
- **Please note:** The requested license will **NOT** be issued until payment is received.
- Once your application is approved, you may **PAY ONLINE** with a Debit/Credit Card.
- If you have any questions, please contact the City Clerk's office.

Sincerely,

Lucy R. Samuelsen, RMC/CMR
City Clerk