

City of Burlington



Mercantile License Application

City of Burlington
525 High Street
Burlington, N.J. 08016
Municipal Clerk's Office
609-386-0200 x 101 or x 102

Procedure for Obtaining a Mercantile License

Complete this application and return it to the Municipal Clerk's Office, along with a Mercantile License fee of \$50.00 . This fee can be paid by check or cash. If you chose to pay by check, make the check payable to the City of Burlington. These fees are not refundable.

The first page is to be completed by the applicant.

The second page is to be completed by the applicant. This information is used to provide the necessary information for a fire inspection. The fee for this inspection is based on an annual and bi-annual registration/inspection, by the Fire Prevention Bureau.

The third page is to be completed by the applicant and a signature is required by the owner of the building. This information is used to provide the necessary information for inspections to obtain a Certificate of Inspection, there will be a fee of \$50.00, which needs to be paid, time of inspection. A Certificate of Inspection only allows the occupant to go into the store to prepare for a potential opening. **This does not mean you are open for business.**

The fourth page is a signature page to be completed by the various departments upon approval.

1. The application will be submitted to the Tax Office to verify that the taxes, water & sewer are current on the property. If these items are not current the Municipal Clerk's Office will contact the applicant with the amounts due on the property. The application will stop until payment is made. It is the applicants responsibility to notify the Municipal Clerk's Office that payment has been made.
2. The application will then be submitted to the Police Department for a background investigation.
3. The application will then be submitted to the Fire Prevention Bureau. To schedule an appointment for a fire inspection the applicant must contact Howard Wilkins on extension 171.
4. The application will the be submitted to the Code Enforcement Office. To schedule an appointment for inspections the applicant must contact Pam Bass on extension 142.

Please Note:

If there is food involved with the proposed business the application, must contact the County of Board of Health, at 609-265-5515, for an inspection. A copy of the County Health certificate must be supplied to the Municipal Clerk's Office. A City Health Certificate must also be obtained from the City health Department. The applicant must contact Brenda Marks on extension 137.

If your building is located in the Historic District and you or your landlord plan to do any exterior renovations such as painting, signs, facade work, etc., please contact Cindy Crivaro, Secretary to the Historic Preservation Commission on extension 101.

The Mercantile Licence must be prominently displayed for all to see, along with the other licenses (Board of Health/County Health License, Fire Prevention Bureau)

Mercantile License Application - Fee \$50.00
License No. _____

The following procedure is mandatory to require a Mercantile License and Certificate of Occupancy.

NAME OF APPLICANT(S): 1. _____
2. _____

DATE OF BIRTH: 1. _____ 2. _____

SOCIAL SECURITY #: 1. _____ 2. _____

HOME ADDRESS: 1. _____
2. _____

HOME PHONE #: 1. _____ 2. _____

ADDRESS OF PROPOSED BUSINESS: _____

PHONE # OF PROPOSED BUSINESS: _____

TRADE NAME FOR PROPOSED BUSINESS: _____

NATURE OF PROPOSED BUSINESS (IN DETAIL): _____

NATURE OF PREVIOUS BUSINESS: _____

PROPERTY OWNED BY: _____

BLOCK _____ LOT _____

PREVIOUS ADDRESSES (List home address for the past ten years):

1. _____

2. _____

3. _____

1. _____

2. _____

3. _____

EMPLOYMENT (List employment for the past ten years- names, addresses, phone numbers):

1. _____

2. _____

3. _____

1. _____

2. _____

3. _____

CRIMINAL RECORD (Have you ever been arrested for anything?):

1. Yes _____ No _____ 2. Yes _____ No _____

If yes, explain: _____

REFERENCES - LIST THREE (names, addresses, phone numbers):

1. _____

2. _____

3. _____

1. _____

2. _____

3. _____

Signature of Applicant: 1. _____ 2. _____

Date of Application: _____

Fee/Amt Pd. \$ _____ Cash/Ck # _____ Rec'd by _____ Date _____



City of Burlington Code Enforcement Office

525 High Street, Burlington, New Jersey 08016

Phone 609-386-0200 ext. 142 Fax 609-386-1258

MERCANTILE/CERTIFICATE OF INSPECTION/REGISTRATION APPLICATION

DATE: _____

C.O.# _____

Application Fee \$50.00 (re-inspections \$25.00 each)

Application is hereby made for inspection, approval and issuance of a Certificate of Registration/Inspection for the commercial unit.

Name of Property Owner: _____

Property Owner's Address: _____

Home Phone # _____ Cell Phone # _____ Fax # _____

ADDRESS TO BE INSPECTED: _____ Unit # _____, **Burl., NJ 08016**

Block # _____ Lot #(s) _____

Business & Building Use Information

Owner/President of New Business: _____ Phone _____

New Business Name: _____

Number of Employees (including owner, if applicable): _____

Type of Business: *(choose a category and circle all examples that apply)*

- Office - _____ (real estate, legal, accounting, managerial, medical, religious etc.);
- Retail - _____ (new/used furniture or autos, art, dry goods, merchandise, meat, etc.);
- Restaurant - _____ (take-out only, seating - inside or out, bakery, delicatessen, etc.);
- Salon - _____ (hair dressing, beauty, barber shop, nail care, massage, etc.);
- Car Care - _____ (washing, detailing, body work, motor fuels, auto accessories, etc.);
- Laundries - _____ (tailoring, cleaning, dyeing, altering, repairing garments, etc.);
- Footwear - _____ (selling or repairing of boots and/or shoes, etc.);
- Pet Shops - _____ (selling, breeding, pet accessories, etc.)
- Other - _____

Provide a written description of your business: _____

Signature of Owner/Agent: _____

Signature of Prospective Occupant: _____

FOR OFFICE USE ONLY

Fee Paid \$ _____ Cash/Check# _____ Rec'd By _____ Clerk's Office Date _____

Inspector _____ Date _____ Date Rec'd by BLDG. DEPT. & Rec'd by _____

CITY OF BURLINGTON
BUREAU OF FIRE PREVENTION
REGISTRATION INFORMATION

PROPERTY: _____
NEW BUSINESS NAME AND ADDRESS

BUSINESS OWNER: _____
NAME, ADDRESS AND PHONE NUMBER

EMERGENCY CONTACT: _____
NAME AND PHONE NUMBER

BUILDING OWNER: _____
NAME, ADDRESS AND PHONE NUMBER

DESCRIPTION OF USE: _____

OFFICIAL USE BELOW THIS LINE

ASSIGNED LOCAL ID: NUMBER: _____

ASSIGNED USED GROUP: _____

LIFE HAZARD Y N

BLOCK AND LOT: _____

DATE: _____

License No. _____

REQUIRED INSPECTIONS

- A. PROPERTY TAX, WATER, SEWER AND ASSESSMENTS MUST BE CURRENT:
REMARKS: _____
Signature of Tax Collector: _____ DATE _____

- B. POLICE INVESTIGATIONS:
REMARKS: _____
Signature of Chief of Police: _____ DATE _____
Approved: _____ Denied: _____

- C. FIRE PREVENTION INSPECTION :
REMARKS: _____
Signature of Fire Official: _____ DATE _____

- D. CERTIFICATE OF INSPECTION MUST BE OBTAINED:
REMARKS: _____
Signature of Inspector: _____ DATE _____

- E. HEALTH INSPECTOR: (If necessary)
REMARKS: _____
Signature of Inspector: _____ DATE _____

Chapter 113

BUSINESS LICENSING

§ 113-1. License required for certain businesses.

§ 113-2. Application.

§ 113-3. Issuance and display of license; reinspection fee.

§ 113-4. License fees.

§ 113-5. Payment of fees.

[HISTORY: Adopted by the Common Council of the City of Burlington by Ord. No. 8-1997 (Ch. 5.48 of the 1996 Municipal Code). Amendments noted where applicable.]

GENERAL REFERENCES

Fee Schedule — See Ch. 146.

Licensing — See Ch. 213.

§ 113-1. License required for certain businesses.

No person shall conduct any of the following kinds of business in the City without first obtaining a license, as hereinafter provided:

- A. Any lumber or coal yard, business for the sale of used or secondhand furniture and other articles or merchandise sold by it, antique store, auctioneer, junkshop keeper and junk dealer or store or place of business for the sale of meats, groceries and provisions, dry goods and merchandise and goods and chattels of every kind and description;
- B. Any tailoring store or place of business or establishment for cleaning, dyeing, altering or repairing garments and household articles, and any establishment, shop or place of business for repairing boots and shoes;
- C. Restaurants;
- D. Places of business for the sale and distribution of motor fuels and automobile accessories;
- E. Hair dressing, beauty shops and barbershops;
- F. Laundries.¹

§ 113-2. Application.

All applications for license shall be in writing, signed by the applicant and presented to the Municipal Clerk. The application shall be made pursuant to and contain information required by the provisions of § 213-2.

1. Editor's Note: Original § 5.48.010G, Pet shops, which immediately followed this subsection, was deleted at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

§ 113-3. Issuance and display of license; reinspection fee.

- A. The Council shall issue to said applicant a license upon payment of a fee as set forth in Chapter 146, Fee Schedule, of the Code of the City of Burlington. The licenses shall be displayed in a conspicuous place in the store or business place of the person to whom it was issued.
- B. There shall be a reinspection fee collected by the City which shall be in accordance with the fee schedule in Chapter 146, Fee Schedule. [Added 4-7-2009 by Ord. No. 10-2009]

§ 113-4. License fees. [Amended 4-7-2009 by Ord. No. 10-2009]

The license fees shall be as follows:

- A. The fee for mercantile licenses where stores for the sale of merchandise and other kinds of business as hereinbefore enumerated shall be operated or conducted after an assessment for personal property has been made by the Assessor: an annual fee as set forth in Chapter 146, Fee Schedule, shall be paid. Each business shall apply for a license to be issued by the Council.²
- B. No adjustment of the amount of the license fee shall be made where the store or business is conducted for a period of less than one year.

§ 113-5. Payment of fees.

All license fees as herein provided shall be paid to the Municipal Clerk, retained in the Municipal Clerk's account and turned over to the Treasurer at the end of each month.

2. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).